

Deeping St Nicholas Parish Council

Mediation preparation form

Preparing for your mediation

Before you start the mediation process or complete the form below, please read the Council's Mediation Policy, which will explain what you can expect from this, your role, and that of the mediator. If you cannot agree to meet with mediator, to discuss and identify the sources of conflict, or to accept and act on an agreement you make, please do not continue.

Pre-mediation self-assessment

Purpose

Mediation requires an understanding of each participant's feelings and needs. This confidential self-assessment aims to help you prepare for the mediation. Answering the questions below will help you to focus on the practical and emotional challenges you may face during the mediation. You can use what you discover from completing this self-assessment, and in your initial conversation with the mediator, to help you communicate and problem-solve with your colleague.

Your action

Please complete and email this self-assessment to the mediator at least three working days before your pre-mediation meeting.

If you are anticipating a challenging conversation and are feeling uncomfortable about this, do not let this put you off the mediation. Make a note of the areas of discomfort in your self-assessment and discuss these with your mediator. Ask him/her what they can do to support you and what you can be doing to support yourself. The mediator will be able to discuss and explore your answers with you, in a safe, confidential environment, and begin to prepare and support you for the mediation journey ahead.

There are no right or wrong answers, responses should be based on how you feel.

Your answers should:

- be future focussed,
- reflect on the positive outcomes you hope to achieve,
- be open and honest,
- refrain from making negative statements, and
- not use derogatory or inflammatory language

Your self-assessment will not be shared with anyone else other than the mediators. It will be destroyed on completion of the mediation.

Pre-Mediation Self-Assessment for (name):

1. What personal goals would you like to achieve from the mediation?

2. What makes the goals you described so important to you?

Think about the first two questions from the other person's perspective.

3. What personal goals do you think your fellow councillor or colleague would like to achieve?

4. What do you think may make these goals so important to them?

5. Are there any areas you think you may find particularly challenging during the mediation?

6. If you are not able to reach a successful outcome, what will this mean for you in the future?

7. As part of the mediation, you will both have the opportunity to explain your position (without interruption) to each other in an opening statement. Consider and note what you want your colleague to hear, how the dispute has made you feel and what you need from them to move forward.

4. Is there anything else you would like to share with the mediators?