



*This list is provided to help your mediation session be as successful as possible. In the hundreds of mediations our professional mediators have conducted we have discovered the following to be helpful.*

## Preparing For Mediation

- Recognize the process requires all parties to be actively engaged in both speaking and listening. Please come prepared to bring a constructive attitude to both the sharing and listening aspects of mediation.
- Please be prepared to explain the situation from your perspective in a clear, careful and concise manner.
- Please come prepared to listen to the other person explain the situation, as they understand it, from their perspective, realizing it may be very different from the way you understand or perceive the situation.
- Be prepared to discuss how your actions impacted the outcome, and how the situation might have been handled differently, resulting in a better outcome.

## Your Commitment to Be Constructive

- Even though I may disagree with the other person, I will be respectful, not interrupt, not be judgmental, and will not make assumptions of the other persons intent.
- I will do my best to listen and to understand, even if I am feeling misunderstood.
- I will be honest and stay engaged in the conversation.