

Transcript of video recordings

Making the Most of Your Mediation Session

What can you do get the most out of your session?

Preparation: Before your session, think about your goals and what's most important to you. Having a clear idea of your objectives will help you communicate effectively and stay focused. List and rank your priorities to work out where you can be flexible. It can be useful to list what you think the other party's priorities may be.

Representation: Decide who should attend. Make sure the decision-makers are there, as they need to approve any agreement. It's usually helpful if those directly involved in the dispute are present; however, some may have legal or lay representation or bring a supporter. If you plan to bring someone with you, it is important to let the mediation provider know in advance.

Tips for Success:

Prepare Thoroughly: Discuss the process with your mediation team or mediator. Being emotionally and physically prepared will boost your confidence. If you are mediating remotely, make sure you have a comfortable and private space to speak.

Manage Emotions: Keep calm, get a good night's sleep, and have everything you need to hand, including all relevant documents. This will help you feel ready to mediate.

Keep an Open Mind: Mediation can feel unfamiliar, but mediators work hard to support you and make the process as smooth as possible. They share the goal of finding a solution that's acceptable to both parties.

Respect: Listening while the other person speaks helps build trust and ensures a constructive discussion.