

Mock Mediation Score Sheet

PART 1

A Opening Statement - Did the Mediators

	Yes	No
Create a Confidential Atmosphere		
Confirm that the parties have a clear understanding of what mediation is by covering		
Confidentiality		
Voluntary Process		
The role of the Mediators & Parties		
The Stages of the Process		
The etiquette of communication in mediation		
Total for Section A		/7

Comments _____

B Parties' Statements - Did the Mediators

	Yes	No
Exhibit Listening Skills by use of eye contact and body language		
Summarise each statement accurately		
Acknowledge each party's concerns		
Acknowledge all party's involvement in the conflict		
Make an appropriate transition to the next stage		
Total for Section B		/7

Comments _____

C Identification of Issues - Did the Mediators

	Yes	No
Identify the issues in consultation with the parties		
List the issues on a white board/butchers paper		
Express the issues in neutral language		
Use the issues to construct an agenda with the assistance of the parties		
Identify any commonalities e.g. goals, interests, values		
Display good teamwork during this stage and in the transition to the next stage		
Total for Section C		/7

Comments _____

D Exploration and Discussion of Issues - Did the Mediators

	Yes	No
Invite parties to select issue/s for discussion from agenda		
Help parties explore each issue		
Encourage parties to communicate directly with each other		
Record any emerging options		
Encourage parties not to rush to solutions too early		
Total for Section D		/7

Comments _____

E Option Generation - Did the Mediators

	Yes	No
Encourage the parties to generate options, (explained, if needed, the rules of brainstorming)		
Record those options		
Reality test the options		
In consultation with the parties, and with each other, check options against the issues		
Total for Section E		/7

Comments _____

F Private Meetings

	Yes	No
Explain confidentiality and purpose of private meeting		
Appropriate timing of the meeting		
Efficiently review the issues and options		
Help each party prepare for next stage/s of the process		
Encourage each party to consider needs of other parties		
Help prioritise goals		
Check in with parties to see if Private Meeting is needed		
Total for Section F		/6

Comments _____

G Negotiation - Did the Mediators

	Yes	No
Help the parties focus on interests and goals		
Assist the parties to reassess earlier options and generate further options		
Use appropriate strategies to unlock any deadlock		
Facilitate the negotiations between the parties		
Progressively summarise the emerging agreement		
Total for Section G		/7

Comments _____

H Agreement/Part Agreement - Did the Mediators

	Yes	No
Reality test the agreement		
Check the agreement against the issues		
Commit the agreement or parts of the agreement, and/or unresolved issues, to paper		
Conclude this mediation session appropriately		
Total for Section H		/6

Comments _____

I General display of skills by mediators: Did the Mediators

	Yes	No
Listen carefully and acknowledge what was said		
Use clear, simple language and non-judgemental language		
Achieve a good balance of open and closed questions		
Make appropriate eye contact		
Identify hidden agendas of the parties		
Make good use of butchers paper/whiteboard		
Total for Section I		/8

Comments _____

J General display of strategies by mediators: Did the Mediators

	Yes	No
Ensure the focus remained on the parties		
Manage the process		
Model appropriate communication and problem solving in relation to process		
Provide a safe confidential environment for parties to engage in problem solving		
Co mediate effectively		
Total for Section J		/8

Comments _____

Total /70

PART 2

A Characterisation and Authenticity

	Party A1	Party A2	Party B1	Party B2
Adopted character of party				
Maintained behaviour consistent with character				
Responses were appropriate for confidential facts				
Negotiation style for character in this conflict was appropriate				
Responses to mediator interventions were suitably tempered				
Total for Section A	/7			

Comments

B Parties' Statements

	Party A1	Party A2	Party B1	Party B2
Clear statement of the incident				
Delivery was in character				
Personal needs were identified				
Some confidential facts were incorporated (if appropriate)				
Total for Section B	/7			

Comments

C Constructive Approach

	Party A1	Party A2	Party B1	Party B2
Willingness to engage in discussion				
Listened to others				
Demonstrated empathy				
Contributed ideas or options				
Total for Section C	/8			

Comments _____

D Commitment to teamwork and understanding of process

	Party A1	Party A2	Party B1	Party B2
Committed to their needs without hastily compromising				
Showed teamwork by brainstorming and reality testing options				
Contributed to negotiations				
Showed ownership of agreement				
Total for Section A	/8			

Comments _____

Total **/30**

2017 Mock Mediation Score Sheet

PART 1

A	Opening Statement	/7
B	Parties' Statements	/7
C	Identification of Issues	/7
D	Exploration and Discussion of Issues	/7
E	Option Generation	/7
F	Private Meetings	/6
G	Negotiation	/7
H	Agreement/Part Agreement	/6
I	General display of skills by mediators	/8
J	General display of strategies by mediators	/8
Total		/70

PART 2

A	Characterisation and Authenticity	/7
B	Parties' Statements	/7
C	Constructive Approach	/8
D	Commitment to teamwork and understanding of process	/8
Total		/30

GRAND TOTAL /100