



Mock Mediation Score Sheet

PART 1

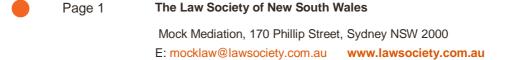
A Opening Statement - Did the Mediators

	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	-1	

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
Commonto			

Comments







Identification of Issues - Did the Mediators С

	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			

Ε **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

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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

н **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		

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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
Commente		

Comments

J General display of strategies by mediators: Did the Mediators

J	/8
	J

Comments

Total

/70







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/7

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					

Comments

B Parties' Statements

		Party	Party	Party	Party
		A1	A2	B1	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				

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					

Comments

D Commitment to teamwork and understanding of process

	Party	Party	Party	Party	
	A1	A2	B1	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			•	•	/
Commonts					

Comments

Total

/30







2017 Mock Mediation Score Sheet

PART 1

А	Opening Statement	/7
В	Parties' Statements	/7
С	Identification of Issues	/7
D	Exploration and Discussion of Issues	/7
Е	Option Generation	/7
F	Private Meetings	/6
G	Negotiation	/7
Н	Agreement/Part Agreement	/6
I	General display of skills by mediators	/8
J	General display of strategies by mediators	/8
Tot	al	/70
PAF	RT 2	
AC	Characterisation and Authenticity	/7
ΒF	Parties' Statements	/7
СС	Constructive Approach	/8
DC	Commitment to teamwork and understanding of process	/8
Tot	al	/30

GRAND TOTAL

/100

