

## Mentee & Mediator Information

Mentor Mediator Name		Mentee Mediator Name	
Mediation File No.		Date of Mediation	

## Type of Mediation

Core	Domestic	Parent-Adolescent	General Civil	Juvenile Dependency
Co-Mediation (actual case)		Role-play Simulation		

## Demonstration of Mediation Skills, Knowledge, and Understanding

### KEY:

- **Unsuccessful:** trainee showed no evidence of the skill or ability
- **Needs Improvement:** trainee showed some skill or ability but was not used consistently
- **Satisfactory:** skill or ability was evident and used consistently and appropriately
- **Unable to Determine:** mentor doesn't know, was unable to determine, or the skill or ability was not applicable

Opening Statement	Unsuccessful	Needs Improvement	Satisfactory	Unable to Determine or Not Applicable
Welcome/Introductions				
Described the mediation process				
Described mediator role				
Described participant role				
Explained confidentiality & limits				
Set ground rules				
Encouraged Legal advice/review				
Explained Caucus				
Explained rules re: Notes and recording				
Described Agreement writing				
Invited Questions				

Comments:

Mediation Skills	Unsuccessful	Needs Improvement	Satisfactory	Unable to Determine or Not Applicable
Built rapport with the parties				
Helped parties identify issues				
Developed an agenda				
Attempted to help parties understand each other's positions and interests				
Used specific active listening techniques during the mediation				
Focused on concerns of parties				
Maintained confidentiality of caucus & individual meetings				
Raised & helped parties evaluate potential settlement options				
Avoided taking sides				
Kept the mediation focused on the issues				
Helped parties express and manage strong emotions				
Attempted to develop trust between the parties				

<b>Mediation Skills (cont.)</b>	<b>Unsuccessful</b>	<b>Needs Improvement</b>	<b>Satisfactory</b>	<b>Unable to Determine or Not Applicable</b>
Balanced power as needed so parties could negotiate as equals				
Assisted the parties to feel safe during the mediation				
Worked to help parties reach a clear & fair agreement				
Wrote a comprehensive, well-organized & clear summary of the parties' agreement				

Comments:

<b>Co-Mediation (skip for role-plays or simulations)</b>	<b>Unsuccessful</b>	<b>Needs Improvement</b>	<b>Satisfactory</b>	<b>Unable to Determine or Not Applicable</b>
Checked-in with mentor mediator throughout the mediation				
Worked on building a rapport with mentor mediator				
Demonstrated efforts to collaborate				
Open to sharing notes and paperwork				

Comments:

### Overall Comments

What strengths does this trainee bring to the mediation process?

What challenges does this trainee face in the mediation process?

### Verification

I recommend this candidate be approved as a mediator.

YES

NO

**IF CANDIDATE IS NOT BEING RECOMMENDED FOR APPROVAL:** The following steps are recommended for the candidate to increase skills or knowledge (e.g. additional training, skill development, additional co-mediations or simulations, coaching, attend to specific problem areas):

<b>Mentor Mediator</b>	(print)	<b>Date</b>	
	(sign)		
<b>Mentee</b>	(print)	<b>Date</b>	
	(sign)		