



# How to Prepare for Mediation



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# The Mediation Process

## What is 'Shuttle Mediation'?

Shuttle mediation is a form of mediation where parties are in separate rooms. The mediator moves between rooms to help the parties to identify the issues, develop options, consider alternatives and work to reach an agreement.

## What are the ground rules?

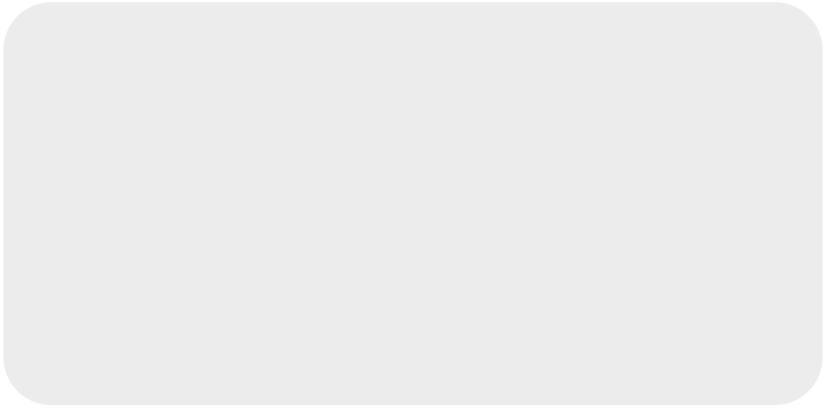
1. Confidentiality - is crucial to the process of mediation as it encourages parties to be open and honest with each other.
2. Cooperation - parties to a mediation agree to cooperate with the process of mediation. This includes following any directions given by the mediator, committing to listen to the other side and making a genuine effort to reach an agreement.

## What are the benefits?

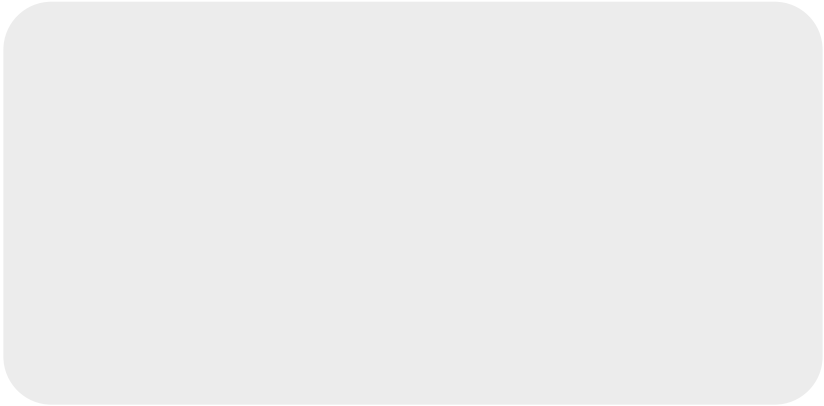
Unlike litigation, mediation offers a cheaper, faster and more effective way of resolving disputes. As a voluntary and confidential process, the decision-making power is put into the participant's hands, giving them the power to choose the process and final outcome.

# Think about the issues

What issues do you want resolved?

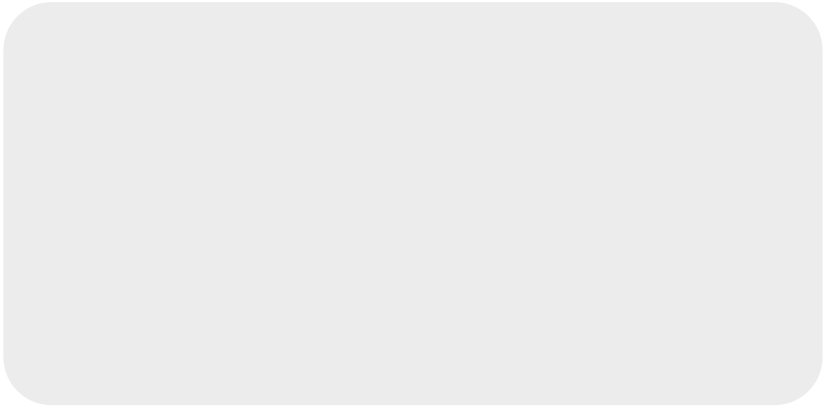


Why are they important to you?

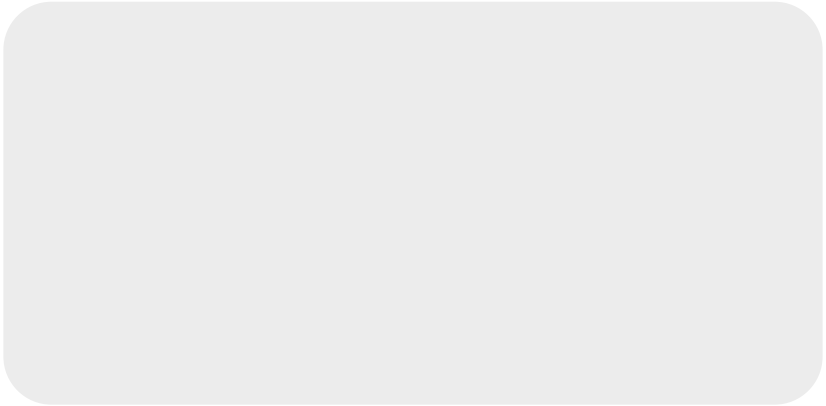


# Think about the issues

What issues does the other party want resolved?



Why is it important to the other party?



# Identify your interests

What do you want out of the mediation?

Why?

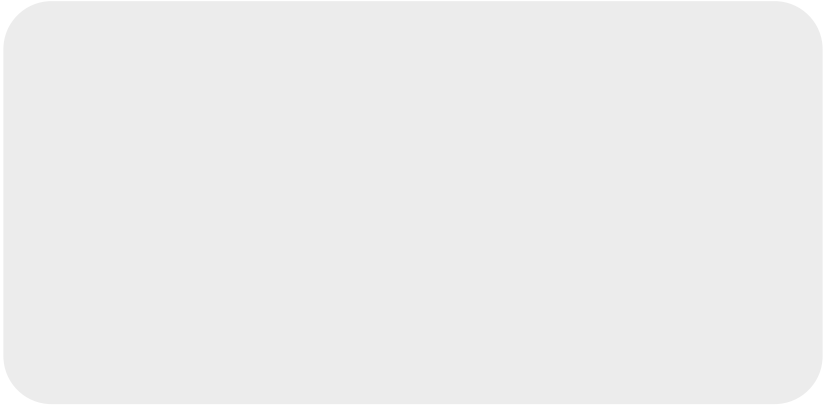
# Identify their interests

What does the other party want out of the mediation?

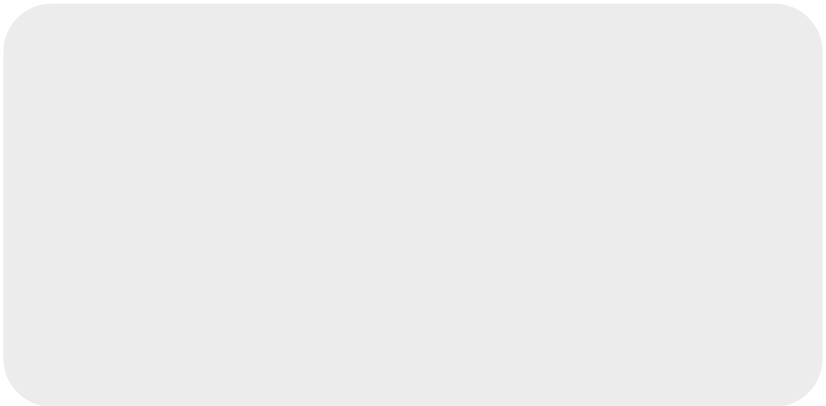
Why?

# Generate some options

What is the best possible outcome for you?



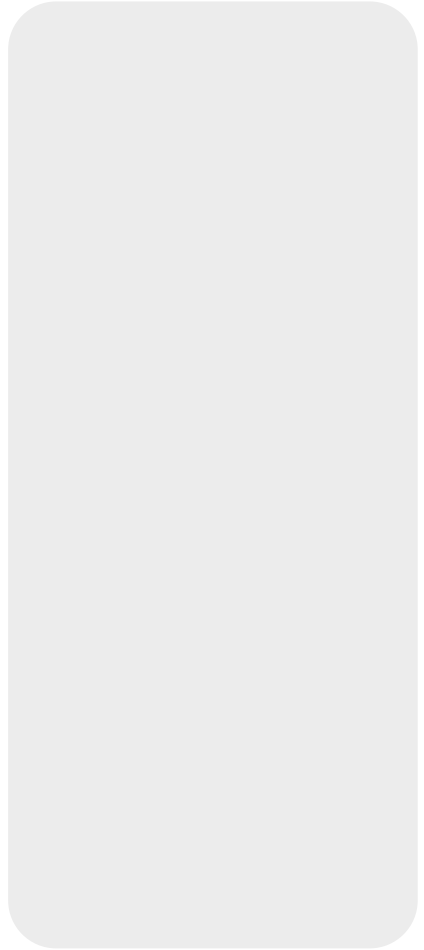
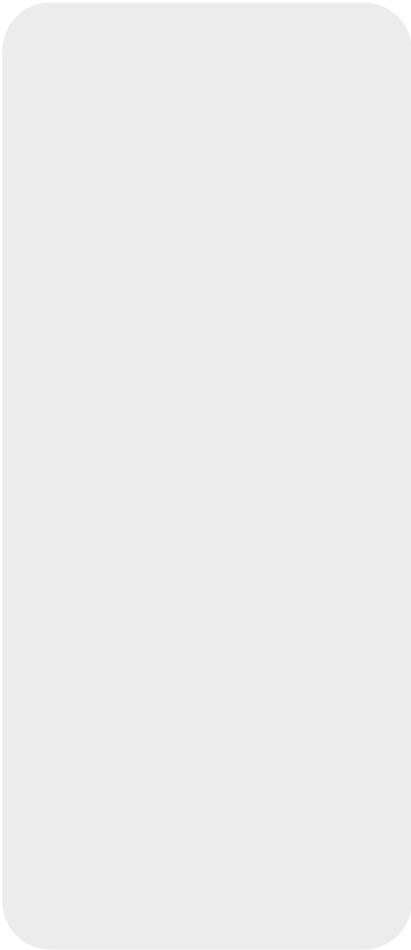
What is the worst possible outcome?





# Generate some options

What are you willing/ not willing to compromise on?



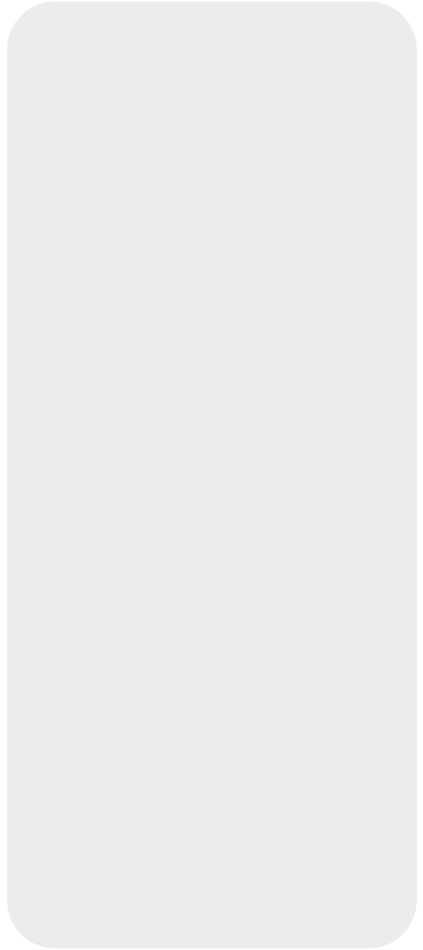
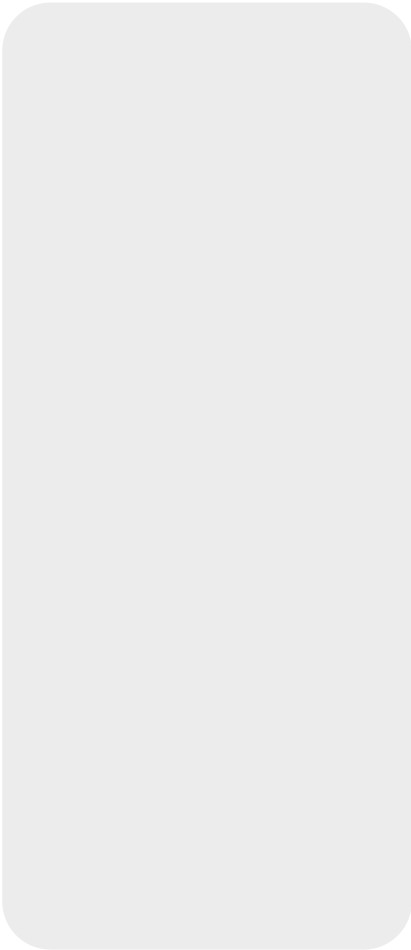
# Generate some options

What is the best possible outcome for the other party?

What is the worst possible outcome?

# Generate some options

What are you willing/ not willing to compromise on?



# Contact us

For further questions, contact  
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