

PREPARATION FOR MEDIATION

1. *What are the problems or issues to be addressed?*

*From my point of view?*

*From their point of view?*

2. *What are my goals and needs?*

*Their goals and needs?*

3. *Which goals and needs are most important to me? To them?*

4. *What common ground is there between us?*

5. *What possible concessions can I make?*

6. *What are possible options for resolution?*

7. *What do I need to know in order to understand their interests?*

8. *What do they need to know in order to understand my interests?*

9. *What are my alternatives if there is not a negotiated resolution?*

*What are theirs?*