



Office of Employment Dispute Resolution

TIPS FOR SUCCESSFUL MEDIATION PARTICIPATION

1. The power to settle this dispute lies entirely with you and the other participant.
2. Come prepared to work hard and use this opportunity to reach resolution.
3. Approach the mediation with the willingness to be open and honest about the issues that you find problematic.
4. Admit to yourself how you might have contributed to the problem.
5. Be ready to look to the future and put the past behind you.
6. Be prepared to state your concerns and what you need to resolve your concerns in two or three sentences.
7. Think about what the other participant's concerns may be and what the other participant might need to resolve these concerns.
8. Be ready to offer creative solutions to the problem that address both your needs and the needs of the other participant.
9. Make sure that you and the other participant in the mediation have the necessary decision-making authority to resolve the issues.
10. Commit to uphold the confidentiality of the mediation discussions.
11. Carry out all agreement items in good faith.
12. Be mindful that this agreement is a "point of departure" for your ongoing efforts to improve your working relationship, not the final destination.
13. Take the initiative to seek out the other participant and continue to discuss how to make the agreement work. Consider revisiting the items of agreement at least every 2-3 weeks to see if they still make sense or if they need further clarification or adjustment.
14. Recognize the potential for the need to ask for help or a return to mediation, if the situation begins to worsen, and do so before things get out of hand.
15. Celebrate your decision to utilize the mediation process and use your power to resolve the dispute.