Tips for Successful Mediation Participation

**Pre-mediation session:**

- Celebrate your decision to utilize the mediation process and use your power to resolve the dispute.
- The power to settle this dispute lies entirely with you and the other participant.
- Come prepared to work hard and use, to the fullest, this opportunity to reach resolution.
- Approach the mediation with the willingness to be open and honest about the issues that you find problematic.
- Consider how you might have contributed to the problem.
- Be ready to look to the future and to let the past be past.
- Be prepared to state your concerns and what you need to resolve your concerns.
- Listen to the other participant’s concerns and what the other participant might need to resolve these concerns.
- Be ready to offer creative solutions to the problem that address both your needs and the needs of the other participant.
- Make sure that you and the other participant in the mediation have the necessary decision-making authority to resolve the issues.

**Post-mediation session:**

- Commit to uphold the confidentiality of the mediation discussions.
- Carry out all agreement items in good faith.
- Be mindful that this agreement is a “point of departure” for your ongoing efforts to improve your working relationship, not the final destination.
- Take the initiative to seek out the other participant and continue to discuss how to make the agreement work.
- 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.