2025 Mock Mediation Score Sheet

**PART 1**

1. **Opening Statement - Did the Mediators**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Create a Confidential Atmosphere |  |  |
| Confirm that the parties have a clear understanding of what mediation is by covering |  |  |
| Confidentiality |  |  |
| Voluntary Process |  |  |
| The role of the Mediators & Parties |  |  |
| The Stages of the Process |  |  |
| The etiquette of communication in mediation |  |  |
| Total for Section A | /7 |
| Comments |

1. **Parties’ Statements - Did the Mediators**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Exhibit Listening Skills by use of eye contact and body language |  |  |
| Summarise each statement accurately |  |  |
| Acknowledge each party's concerns |  |  |
| Acknowledge all party's involvement in the conflict |  |  |
| Make an appropriate transition to the next stage |  |  |
| Total for Section B | /7 |
| Comments |

1. **Identification of Issues - Did the Mediators**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Identify the issues in consultation with the parties |  |  |
| List the issues on a white board/butchers paper |  |  |
| Express the issues in neutral language |  |  |
| Use the issues to construct an agenda with the assistance of the parties |  |  |
| Identify any commonalities e.g. goals, interests, values |  |  |
| Display good teamwork during this stage and in the transition to the next stage |  |  |
| Total for Section C | /7 |
| Comments |

1. **Exploration and Discussion of Issues - Did the Mediators**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Invite parties to select issue/s for discussion from agenda |  |  |
| Help parties explore each issue |  |  |
| Encourage parties to communicate directly with each other |  |  |
| Record any emerging options |  |  |
| Encourage parties not to rush to solutions too early |  |  |
| Total for Section D | /7 |
| Comments |

1. **Option Generation - Did the Mediators**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Encourage the parties to generate options, (explained, if needed, the rules of brainstorming) |  |  |
| Record those options |  |  |
| Reality test the options |  |  |
| In consultation with the parties, and with each other, check options against the issues |  |  |
| Total for Section E | /7 |
| Comments |

1. **Private Meetings**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Explain confidentiality and purpose of private meeting |  |  |
| Appropriate timing of the meeting |  |  |
| Efficiently review the issues and options |  |  |
| Help each party prepare for next stage/s of the process |  |  |
| Encourage each party to consider needs of other parties |  |  |
| Help prioritise goals |  |  |
| Check in with parties to see if Private Meeting is needed |  |  |
| Total for Section F | /6 |
| Comments |

1. **Negotiation - Did the Mediators**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Help the parties focus on interests and goals |  |  |
| Assist the parties to reassess earlier options and generate further options |  |  |
| Use appropriate strategies to unlock any deadlock |  |  |
| Facilitate the negotiations between the parties |  |  |
| Progressively summarise the emerging agreement |  |  |
| Total for Section G | /7 |
| Comments |

1. **Agreement/Part Agreement - Did the Mediators**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Reality test the agreement |  |  |
| Check the agreement against the issues |  |  |
| Commit the agreement or parts of the agreement, and/or unresolved issues, to paper |  |  |
| Conclude this mediation session appropriately |  |  |
| Total for Section H | /6 |
| Comments |

1. **General display of skills by mediators: Did the Mediators**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Listen carefully and acknowledge what was said |  |  |
| Use clear, simple language and non-judgemental language |  |  |
| Achieve a good balance of open and closed questions |  |  |
| Make appropriate eye contact |  |  |
| Identify hidden agendas of the parties |  |  |
| Make good use of butchers paper/whiteboard |  |  |
| Total for Section I | /8 |
| Comments |

1. **General display of strategies by mediators: Did the Mediators**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Ensure the focus remained on the parties |  |  |
| Manage the process |  |  |
| Model appropriate communication and problem solving in relation to process |  |  |
| Provide a safe confidential environment for parties to engage in problem solving |  |  |
| Co mediate effectively |  |  |
| Total for Section J | /8 |
| Comments |

Total /70

# PART 2

1. **Characterisation and Authenticity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Party A1 | Party A2 | Party B1 | Party B2 |  |
| Adopted character of party |  |  |  |  |
| Maintained behaviour consistent with character |  |  |  |  |
| Responses were appropriate for confidential facts |  |  |  |  |
| Negotiation style for character in this conflict was appropriate |  |  |  |  |
| Responses to mediator interventions were suitably tempered |  |  |  |  |
| Total for Section A | /7 |
| Comments |

# Parties’ Statements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Party A1 | Party A2 | Party B1 | Party B2 |  |
| Clear statement of the incident |  |  |  |  |
| Delivery was in character |  |  |  |  |
| Personal needs were identified |  |  |  |  |
| Some confidential facts were incorporated (if appropriate) |  |  |  |  |
| Total for Section B | /7 |
| Comments |

1. **Constructive Approach**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Party A1 | Party A2 | Party B1 | Party B2 |  |
| Willingness to engage in discussion |  |  |  |  |
| Listened to others |  |  |  |  |
| Demonstrated empathy |  |  |  |  |
| Contributed ideas or options |  |  |  |  |
| Total for Section C | /8 |
| Comments |

# Commitment to teamwork and understanding of process

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Party A1 | Party A2 | Party B1 | Party B2 |  |
| Committed to their needs without hastily compromising |  |  |  |  |
| Showed teamwork by brainstorming and reality testing options |  |  |  |  |
| Contributed to negotiations |  |  |  |  |
| Showed ownership of agreement |  |  |  |  |
| Total for Section A | /8 |
| Comments |

Total /30

[2023 Mock Mediation Score Sheet](#_bookmark0)

[PART 1](#_bookmark1)

|  |  |  |
| --- | --- | --- |
| [A](#_bookmark2) | [Opening Statement](#_bookmark2) | /7 |
| [B](#_bookmark3) | [Parties’ Statements](#_bookmark3) | /7 |
| [C](#_bookmark4) | [Identification of Issues](#_bookmark4) | /7 |
| [D](#_bookmark5) | [Exploration and Discussion of Issues](#_bookmark5) | /7 |
| [E](#_bookmark6) | [Option Generation](#_bookmark6) | /7 |
| [F](#_bookmark7) | [Private Meetings](#_bookmark7) | /6 |
| [G](#_bookmark8) | [Negotiation](#_bookmark8) | /7 |
| [H](#_bookmark9) | [Agreement/Part Agreement](#_bookmark9) | /6 |
| [I](#_bookmark10) | [General display of skills by mediators](#_bookmark10) | /8 |
| [J](#_bookmark11) | [General display of strategies by mediators](#_bookmark11) | /8 |
| [Total](#_bookmark12) | [/70](#_bookmark12) |  |
| [PART 2](#_bookmark13) |  |  |
| [A Characterisation and Authenticity](#_bookmark14) |  | /7 |
| [B Parties’ Statements](#_bookmark15) |  | /7 |
| [C Constructive Approach](#_bookmark16) |  | /8 |
| [D Commitment to teamwork and understanding of process](#_bookmark17) |  | /8 |
| [Tota](#_bookmark18) | [/30](#_bookmark18) |

[l](#_bookmark18)

GRAND TOTAL /100