

Agenda Items from other side

10. Discuss each item. Allow disputant who told his/her "story" second, to pick the first item to discuss. Lance the boil for each item, as needed, BEFORE looking for solutions. Focus on feelings! Mediators do not offer solutions! Here are some probes: What do/did they expect from the other regarding material, monetary, relationship, behaviors, etc. Ask each what they want. Ask the other if that is possible. What would it take to make each of you happy? What needs to happen? What were things like before this dispute? If they were friends, ask "Do you want to try to get your friendship back?" Any feelings from hidden agendas in play? Help us to understand what you mean/feel/want/need. . . As each item is discussed, and a solution agreed upon, write it in ROUGH form, BELOW in 12 - "ROUGH solution ideas." Scratch pad (11) is for your use.

11. Scratch Pad for mediators to collect disputant thoughts for solutions to their issues. Got Balance? We may need 2, or more, ideas per item.

12. ROUGH solution points agreed upon by disputants. Get ready to write WHO does (or stops doing) WHAT with WHEN (and maybe HOW and/or WHERE) sentences.

[Large empty box for writing solution points]

Please Fold Here (hide area above) Before Copying

13. Complete your mediation with a WIN-WIN type agreement written out below. Each disputant appears to be treated equally in a balanced agreement. Use who, what, when wording for each point—each side. It must have shared responsibility, be possible to honor, solve the problem(s), & be a fair and lasting solution.

CONFIDENTIAL AGREEMENT

[Large empty box for writing the confidential agreement]

Signature

Date

Signature

Date

14. Closure: After they sign above, thank the disputants for working hard to settle their dispute. Warn them that others may try to interfere with their agreement. Invite the disputants to use mediation again before any future disputes with anybody get too serious. 15. Ask the office to make two (2) copies of this side only and give a copy to each disputant.

Mediator(s) _____ & _____ Date _____

Mediators are reminded that all information shared and all agreements reached are of a confidential nature. Mediators are also bound by the confidentiality rules of mediation. Exceptions may only involve office personnel.

Possible consequences if this CONFIDENTIAL AGREEMENT is not honored by disputants:

____ Follow up Mediation ____ Parent/guardian contact ____ Office disciplinary action ____ Law enforcement ____ Other _____

Program coordinator use only - Safe Schools Data

Nature of dispute _____ Location _____ Grade(s) _____

Follow-up notes: