

Tips to Prepare for Your Mediation

A short guide for employees taking part in a workplace mediation

BEFORE THE SESSION

Think about what has happened. Not to build a case, but so you can describe it clearly and in your own words.

Know what you need. Ask yourself what would need to change for the situation to be workable for you.

Picture a way forward. Consider what a realistic, practical outcome might look like, not only what you would want in a perfect world.

Consider the other perspective. You do not have to agree with it, but understanding it will help you respond rather than react.

Ask process questions in advance. If you are unsure how the day will work, ask before the session so the session itself stays focused.

Get some rest. Mediation takes concentration. Arrive rested and give yourself time to get there without rushing.

WHAT TO BRING

Nothing is required. A few notes to remind yourself of the points that matter most to you can help. Bring your calendar in case follow-up dates are discussed. Documents are not needed unless you have been asked to bring something specific.

DURING THE SESSION

Speak for yourself. Describe your own experience rather than characterizing the other person. It is heard more easily and it is harder to argue with.

Listen fully. You will have time to respond. Listening all the way through often changes what you want to say.

Ask for a break. If you need a moment, say so. Breaks are a normal part of the process.

Use private time with the mediator. You may meet separately with the mediator. That time is for thinking out loud, testing options, and asking questions.

Focus on the future. The past is the context. The purpose of the day is deciding what can change going forward.

Take your time on any agreement. No one decides for you, and no one will pressure you. Make sure anything you agree to is something you can actually do.

AFTER THE SESSION

Follow through on what you agreed to. If anything about the agreed actions, open questions, or who is responsible for the next step is unclear, ask before you leave. A resolution holds when everyone knows what happens next.

REMEMBER

Participation is voluntary. You will be treated with respect, professionalism, and understanding throughout, and you will have a real opportunity to be heard. The mediator does not decide who is right and does not represent anyone. The outcome belongs to you and the other participants.