

OPENING STATEMENT CHECKLIST

____ Thank both parties being here!

____ Silence all electronic devices

____ My name is _____ I'm an Air Force Mediator

____ How would you like to be addressed?

____ **Assure Neutrality or Protecting Self-Determination**

- Not here to judge
- I'm here to support both of you (to communicate with each other)

____ **BODY LANGUAGE!** (Lean in, sit back, not agreeing or taking sides!)

____ Role? Facilitate Discussion

____ I have no power to impose a decision (You are empowered!)

- I help guide the process / Assist with communication

____ Ground Rules!

- Common courtesy / Try to attack the problem not person
- Avoid interrupting

____ How the **process** will work

- Complete my opening remarks/statement
- Your **uninterrupted** opening statements
 - As customary Complainant [USE NAME] will go first.
 - When completed Respondent [USE NAME] will go next
- **Joint discussions or private session** (Explain Importance!)
- **Explain Caucus** (If one, also the other. **Time factor?**)

_____ **Confidentiality!** Of the Caucus or private session

_____ Note taking. Yes... but will be destroyed!

_____ **“IF”** An agreement is reached I’ll ask you how you would like to capture it.

_____ Any questions?