

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?

____ Have you set aside sufficient time? Can take 3 – 5 hours

____ Any special needs (Breaks?)

____ Have any of you met me before this session?

____ “Agreement to Mediate?” **Verify letter has been signed:**

____ Mediation is a **Voluntary Process:** Are you here voluntarily?

____ **Assure Neutrality!**

- 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

____ Mediation does not imply guilt or wrongdoing

____ You are entitled to seek representation and subject matter experts

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

- I help guide the process / Assist with communication

Ground Rules!

- Common courtesy / 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** (Explain Importance!)
- **Explain Caucus** (If one, also the other. **Time factor?**)

_____ **Confidentiality!** Overall process & Caucus

- **Exception:** Confess to a **crime**, an act of **fraud, waste, or abuse**, or express a desire to commit a **violent act**

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

_____ This is **NOT** a legal proceeding

- Will not interfere with your right to any legal proceedings

_____ **“IF” Settlement Agreement:**

- **Will not** be binding until **final review** and **signatures**
- You will get a copy now, and sign again later

_____ Any questions?