

NOMINATION FORM FOR BASIC MEDIATION COURSE

I. BACKGROUND INFORMATION

1. Name: _____ 2. Title: _____
3. Organization: _____ 4. Rank: _____
5. Phone: _____ 6. Fax: _____
7. E-Mail: _____ 8. SSN: _____
9. To help us with budgeting for your expenses, please indicate whether you would travel to this course: _____ By Car _____ By Plane

II. OPPORTUNITY FOR NOMINEE TO USE MEDIATION SKILLS

1. Types of workplace disputes nominee handles
- a. _____ EEO Complaints b. _____ Labor/Management Disputes
- c. _____ MSPB Matters d. _____ Other (please specify)
2. Number of foregoing complaints handled by nominee in FY__:
3. Number of foregoing complaints handled by nominee's office in FY__:
4. Other relevant information about nominee's opportunity to use mediation skills:
- _____
- _____

III. QUALIFICATIONS OF NOMINEE

Successful mediators possess special skills and abilities. The nominee's supervisor must agree in writing below that the nominee has the ability to:

- _____ glean and analyze information from disputants;
- _____ listen actively;
- _____ suspend judgment;
- _____ facilitate communication between disputants;
- _____ facilitate options for resolution of disputes;
- _____ draft clearly-worded settlement agreements.

As a supervisor of _____ I believe that _____ (Name of Nominee for the Basic Mediation Course) has demonstrated the ability to do each of the foregoing:

Name and Title

IV. NOMINEE'S PLEDGE

I have discussed the foregoing with my supervisor and with his/her support make the following pledge to:

- Attend the 32 hour Air Force Basic Mediation Course;
- Strive to maintain and improve my mediation skills for 24 months after completion of the Air Force Basic Mediation Course;
- Strive to attend regular mediator training meetings scheduled by the Installation ADR Advocate(s) that will provide training on topics such as improving communication skills; mediator ethics; various complaint systems; terms of the union contract; interest-based bargaining techniques; role-playing; improving parts of mediation (i.e., opening statements, what to listen for in parties' statements, moving to caucus; identifying impasse), overview of personnel policies. Procedures and POCs; and
- If requested, attend the Air Force Advanced Mediation Course.

Nominee

Date

