



## How to Prepare for Joint Sessions

# CHECKLIST

Most mediations begin with both participants in a joint session. Some mediators prefer to use joint sessions as much as possible. Reviewing the questions below before mediating can help you prepare for a productive experience.

- How can a facilitated face-to-face conversation with the other participant benefit you?**
  - \_\_\_ What additional information do you need to help you work toward resolution?
  - \_\_\_ What messages have you been unable to convey that the joint session might help with?
  - \_\_\_ Would you like for the two of you to change the way you communicate when in disagreement in the future?
  
- How could you communicate differently to break through with the other participant?**
  - \_\_\_ What do you most need the other person to understand about why your issues are important to you?
  - \_\_\_ What can you do to show good faith?
  - \_\_\_ What can you offer the other participant to leverage what you need most from them?
  - \_\_\_ What “hot-buttons” do you want to avoid, and what can you do differently to avoid them?
  
- What makes you uncomfortable about meeting with the other participant face-to-face?**
  - \_\_\_ What ground rules might help the joint sessions be positive and productive? For example, “we will be respectful of each other during mediation” might be a useful ground rule.
  - \_\_\_ What might cause you to want to walk-away from the table?
  - \_\_\_ What might cause you to ask the mediator to meet in separate session (caucus) rather than in joint session?
  
- How will you handle sensitive or confidential information?**
  
- Should you ask to speak with the mediator before the mediation session about any of your responses to these questions?**