

✓ or + indicates positive use of skill

COACHING OBSERVATION FORM

Basic Mediation Training

○ indicates missed opportunity

Name: _____

Center: CCR CMC NJC TRC Concord TMC N/A

Date: _____

Coach: _____

Role Play: _____

STEP 1 - INTRODUCTION <input type="checkbox"/> Greeting/Introduction – asked how to address parties <input type="checkbox"/> Mediation Explained <input type="checkbox"/> Notes <input type="checkbox"/> Roles <input type="checkbox"/> Breaks <input type="checkbox"/> Confidentiality <input type="checkbox"/> Ground rules <input type="checkbox"/> Caucus <input type="checkbox"/> Time Constraints <input type="checkbox"/> Qualifications <input type="checkbox"/> Questions	General Comments:			
STEP 2 – OPENING STATEMENTS <input type="checkbox"/> Listened w/out interruption <input type="checkbox"/> Thanked each after their statement <input type="checkbox"/> Summarized after both parties have given their stmt	General Comments:			
STEP 3 - CLARIFICATION <input type="checkbox"/> Used open ended questions <input type="checkbox"/> Acknowledged feelings <input type="checkbox"/> Reframed <input type="checkbox"/> Summarized	Comments/Examples:			
STEP 4 – ISSUE/INTEREST IDENTIFICATION (Write down issues & interest as you hear them. Indicate if Mediator(s) identify.) <table style="width:100%; border:none;"> <tr> <td style="width:33%; text-align:center;"><u>Party 1 Interests</u></td> <td style="width:33%; text-align:center;"><u>Issues</u></td> <td style="width:33%; text-align:center;"><u>Party 2 Interests</u></td> </tr> </table>		<u>Party 1 Interests</u>	<u>Issues</u>	<u>Party 2 Interests</u>
<u>Party 1 Interests</u>	<u>Issues</u>	<u>Party 2 Interests</u>		
STEP 5 – AGENDA SETTING <input type="checkbox"/> Framed issues w/ interests (problem solving stmt) <input type="checkbox"/> Order of issues clearly stated	General Comments:			
STEP 6 – OPTION GENERATION <input type="checkbox"/> Reintroduced options stated earlier & parked <input type="checkbox"/> Provided good explanation of how to brainstorm/build on ideas/all ideas listed/not evaluated yet <input type="checkbox"/> Evaluated options in light of interests	General Comments:			
STEP 7 – DECISION MAKING <input type="checkbox"/> Reality tested	General Comments:			
STEP 8 - CLOSURE	General Comments:			

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STRATEGIES USED –

- Caucus
 - Breaks
 - Other _____
-

WERE PARTIES HEARD? Yes No Explain:

Notes on neutrality, trust-building, body language, etc.:

Other Notes / Additional Comments / Concerns: