

ONGOING ASSESSMENT OF IMI CERTIFIED MEDIATORS

Name of the mediator:

Date:

Duration of the mediation process: _____

Date: Beginning of the mediation process: _____

End of the mediation process: _____

Number of parties : _____

In-house mediation? YES / NO

if no, indicate where the process happened: _____

Co-mediated ? YES / NO

if yes, name of the other mediator : _____

Subject matter of the mediation: _____

Did the mediation reach an agreement? YES / NO

if no, write your observations and remarks on why this mediation didn't reach an agreement :

Please assess your performance as a mediator by ticking the appropriate box:

SELF-ASSESSMENT OF MEDIATING SKILLS					
1. PLANNING & ORGANIZING SKILLS					
<i>Abilities</i>	Poor	Average	Good	Excellent	Outstanding
Get in touch with the parties & lawyers					
Address the enquiries of the parties & lawyers					
Adequately explain to both parties & lawyers the mediation process					
Obtaining from both parties a note setting out the dispute					
Accommodate any special needs of the parties					
Organize the venue for the mediation					
TOTAL					

2. PROCESS MANAGEMENT SKILLS					
<i>Abilities</i>	Poor	Average	Good	Excellent	Outstanding
Clearly explain in the opening statement the grounds rules & ensure that parties respect them throughout the process					
Maintain an ongoing focus on the key issues of the dispute					
Maintain confidentiality at all times					
Build trust					
Maintain the momentum of the process and overcome impasses					
TOTAL					

3. COMMUNICATION SKILLS

<i>Abilities</i>	Poor	Average	Good	Excellent	Outstanding
Show good listening skills					
Summarize parties' statements					
Restructure questions to facilitate answers by the parties					
Recognize body language signs					
Adapt to inter-cultural situations					
Show empathy					
Reframe when needed					
TOTAL					

4. CREATIVITY SKILLS

<i>Abilities</i>	Poor	Average	Good	Excellent	Outstanding
Encourage parties to have a problem-solving mindset					
Invite parties to brainstorm for solutions					
Invite parties to "be for a moment in the other party's shoes"					
Imagine future with or without a solution reached in the mediation					
Do the reality test when needed					
Find new strategies to avoid impasses					
TOTAL					

5. FACILITATING SKILLS

<i>Abilities</i>	Poor	Average	Good	Excellent	Outstanding
Develop a productive & positive mediation atmosphere					
Treat parties equally					
Allocate equal time to both parties					
Stand by the parties needs during the process					
Move parties from a position viewpoint to an interest viewpoint					
Facilitate dialogue and respect parties view					
Help parties express their emotions and feelings					
Be neutral, impartial & independent throughout the process					
Start resolving the simple issues of the dispute and create optimism					
TOTAL					

6. SELF DEVELOPMENT SKILLS

<i>Abilities</i>	Poor	Average	Good	Excellent	Outstanding
Seek for new opportunities in the mediation field					
Seek continuous personal development					
Specialize in mediation topics					
Study the experiences of other mediators and follow successful patterns					
Develop your own personal mediation style					
TOTAL					

TOTAL PART 3

<i>Units</i>	<i>Most ticked box</i>	<i>Opinion on the result</i>
1. Planning & organizing skills		
2. Process management skills		
3. Communication skills		
4. Creativity skills		
5. Facilitating skills		
6. Self development skills		
Overall assessment		

Are you satisfied with the above final result? Please explain your answer:

What was your biggest weakness during the mediation process? Please explain your answer:

What can you improve for the next mediation? Please explain your answer:

Date:

Signature of the Mediator:

ADR point signature:

