



MWI EOTC Mediation Training

Handout:

Mediation Note Sheet

INTERESTS: What motivates each party to mediate; their goals, needs, hopes, fears, etc...

Party A's Interests:

Party B's Interests:

OPTIONS: What parties could do together to meet their interests. Possible solutions on the table.

ALTERNATIVES: What each party could do on their own to meet their interests away from the table.

What Party A would do if no agreement:

What Party B would do if no agreement:

Party A's BATMA:

Party B's BATMA:

OBJECTIVE STANDARDS: Standards of fairness recognized by the parties.

Industry standards, precedents, company policies, laws, expert opinions, etc...

RELATIONSHIP: The quality of the parties' interactions and their level of trust.

Describe current relationship:

Describe future ideal relationship:

COMMUNICATION: How parties send and receive information.

Current quality of communication:

Preferred quality of communication:

COMMITMENT: How everyone will negotiate (process) and what the end result will look like (outcome).

Process (amount of time, agenda, commitment to seek win-win outcomes, etc.):

Substantive (options in action – amount owed, payment schedule, etc.)