

## **CONCILIATION STEPS**

### **Introduction**

- Introduce yourself
- Welcome parties
- Acknowledge Participation Agreement
- Describe Conciliation - Settlement Process
- Voluntary, informed consent, self determination
- Explain confidentiality and Conciliation Report
- Ask about authority to settle
- Describe the process (talk first with everyone, meet separately, come back together for agreement or end session)
- Questions?

### **Joint Session**

- Ask what happened
- Ask about prior dealings and relationship
- Summarize each party
- Ask each party how it can be resolved

### **Private Session**

- Remind about confidentiality
- Ask about anything forgot or unconformable from public session
- Explore strength and weaknesses
- BATNA – reality testing
- Ask about sharing info to other side (offer etc.)
- Ask about options
- Summaries interests

### **Last Private Session**

- Summarize progress and shared interests
- Share info and movement in resolution
- Reach agreement or end conciliation

### **Agreement**

- Write it up
- Keep it short and simple as possible!