



SHAW MEDIATION
AUSTRALIA

Preparing for Mediation Checklist

Workplace Disputes for Employees



Thank you for contacting SHAW Mediation to assist with your Workplace Dispute. To assist you in being as ready for the day as possible, we've put together a checklist of things you may want to consider as you prepare for mediation. We just want to make sure that the time we spend with you is productive & empowering, and that we can together achieve a better outcome.

PART 1—My Thoughts Heading into Mediation

What questions do I have?

What are my greatest fears going into Mediation?

What are the barriers in getting this resolved?

Describe your personality...

What are your strengths...

How would you describe the other person?

PART 2—Thoughts on My Workplace & Job

What is your role in the Organisation?

Who do you report to?

Describe your typical day...

What is the organisational structure?

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PART 2—Thoughts on my Workplace & Job

Do you like your job?

What do you like about your job?

How does your role overlap with the other person?

Describe what job you are trying to get done?

Who was employed first?

What do you find unacceptable about the other person's behaviour? Why?

Was there ever a time when you got along?

What has changed since then?

How long has this been going on?

PART 3—The Outcome

What is your worst case scenario?

What is your best case scenario?

What do you find unacceptable about the other person's attitude? Why?

Are you willing to acknowledge any contribution to the current situation?

In a perfect world, what outcome would you like?

Is there something I know I can do better to contribute to a better outcome?

If I had to compromise a little, what outcome would I be happy with?

Where do you want to be in 12 months?

Where do you want to be in 5 years?

What would make you feel more empowered in your job right now? In life in general?

Can you identify a few small changes that can contribute to a happier life and you being at your best?

Can you think of any strategies that could be implemented to prevent this problem re-occurring?

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