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EDGEWATER



EDGEWATER MEDIATION GROUP

TOOLKIT SERIES · NO. 03



Mediation Preparation Guide

Walk into mediation prepared to have a productive
conversation.

CLARITY · CHOICE · RESOLUTION

EDGEWATER MEDIATION GROUP LLC

Mediation Preparation Guide

Walk into mediation prepared to have a productive conversation.

This resource is provided by Edgewater Mediation Group LLC for general educational and conflict-resolution purposes. Edgewater Mediation Group is not a law firm and does not provide legal advice. Information contained in this resource should not be considered legal advice for any individual situation.

01

What Mediation Is

Mediation is a structured, voluntary conversation guided by a neutral third party. It is designed to help two or more people communicate clearly, understand each other's positions, and explore options for resolution.

02

What Mediation Is Not

- The mediator is not a judge.
- The mediator does not decide who wins.
- The mediator does not provide legal advice.
- Participation and decision-making remain with the parties.

03

My Dispute

What Happened	The Major Issues

04

Important Dates

DATE	EVENT

05

What Matters Most To Me?

Rank your top priorities, most important first.

1.
2.
3.

06

What Might Matter Most To The Other Person?

e

EDGEWATER COACHING NOTE

Considering the other side's priorities is not conceding your position. It is how you find the overlap where agreement becomes possible.

07 **My Ideal Outcome**

08 **An Outcome I Could Live With**

09 **What Am I Willing To Consider?**

10 **What Am I Not Willing To Agree To?**

11

Possible Solutions

Come with at least three possible solutions to discuss.

1.
2.
3.

12

Documents To Bring

- ☐ Contracts
- ☐ Receipts
- ☐ Photos
- ☐ Correspondence
- ☐ Financial records
- ☐ Prior agreements
- ☐ Identification
- ☐ Other

13

Money / Numbers

Complete where money is involved in the dispute.

AMOUNT CLAIMED	AMOUNT DISPUTED	PAYMENTS ALREADY MADE	OTHER COSTS

14 Questions I Need Answered

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

15 What Happens If We Do Not Reach Agreement?

Consider your realistic alternatives if mediation does not resolve the dispute.

 EDGEWATER COACHING NOTE

Knowing your realistic alternative — not just hoping for the best — is what allows you to negotiate calmly instead of from fear.

16

Mediation Day Checklist

- ☐ Documents
- ☐ Notes
- ☐ Calendar
- ☐ Calculator
- ☐ Contact information
- ☐ Time available
- ☐ Questions

17

Final Notes

Ready to explore mediation?

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