Mediator: Case Reference: Date:

Number of Session: AIM/ Child/ Finance Sole/ Co-Mediation

Brief Overview of session (issues discussed, stage reached, how the participants interacted and the challenges they posed; any interim/ final outcomes)

1. How did the session go overall?
2. What went particularly well?
3. What went less well?
4. What issues (for participants) were identified during the session and how were they addressed?
5. What did you do well in relation to managing participant relationships (promoting communication and co-operation)/managing the process (remaining neutral and impartial, facilitating the process)/managing the content (reframing, summarising etc)/managing yourself (self-reflection)?
6. Were there any problems/ obstacles during this mediation? If so, were there any strategies you could have used (more effectively)?
7. Did a power imbalance exist between the clients? If so, how did you empower the “weaker” participant and manage the balance and your impartiality?
8. How satisfied do you feel each partner was with the session? If dissatisfied, could anything have been done differently?
9. Did they supply good quality of information with regard to financial / children’s issues? If not, how can this quality be improved?
10. What mediation skills did you employ during the session? E.g. mutualising, appropriate questions etc. Were they effective?
11. What strategies did you use during the session? E.g. using flipchart, verbal challenge, sharing of information, mutualising etc. Were they effective?
12. Did you use a theoretical model to assist you during the session i.e. child development, conflict management, or a particular mediation theory such as eco-systemic, transformative?
13. Did the participants have sufficient understanding about the mediation process? If not, what do you need to do differently?
14. If the mediation has broken down what do you identify is the main reason for this? With hindsight and reflection, what could you have done differently?
15. Can you identify specific competences used for the portfolio, and/ or specific elements of relevance to your reflective account/ case summaries?
16. What were the most effective and least effective components to this mediation?

**CO-MEDIATION REFLECTION**

1. How comfortable are you working with this co-mediator? Can you enjoy honest feedback from one another? Is this feedback valued? Is there a good “balance” between you?
2. Did you agree roles to take in the session, and for note-taking and report writing in advance?
3. How well did you and your co-mediator work together? Could your co-mediator have helped you more and if so how? Could you have helped your co-mediator more, and if so how?

**ANY OTHER REFLECTION**

**PPC/ CO-MEDIATOR COMMENTS (IF ANY)**

**FINAL REFLECTION**

1. With the benefit of hindsight, reflection and discussion, what are the main learning points to take away from this session?