

# Samaritan Center of Puget Sound Mediation Services

## Preparing for Mediation

Advance preparation will increase the chances for a successful outcome. Here are some steps to take to get ready for the mediation:

1. Be sure all decision-makers attend the session.
2. Bring all relevant documents to the session, including copies for the other party(ies) and the mediator(s).
3. Think about your preferred outcome. Then think about the other party's/parties' likely preferred outcome. Then think about possible solutions that would meet the interests of both/all parties.
4. Since a successful mediation depends on the parties showing mutual respect, think about ways to interact that will send a message of respect toward the other party. Contemplate possible "hot buttons" or extra-sensitive issues that might arise during the mediation. Then think about non-inflammatory ways to talk about these issues. Remember, when tempers flare, the chance for a negotiated settlement diminishes.
5. Analyze the possible outcome if no settlement is reached in mediation.
  - What's your *best* outcome if no agreement is reached?
  - What's your *worst* outcome if no agreement is reached?
  - What's the most *probable* outcome if no agreement is reached?Having an idea about these in advance will help you evaluate possible options raised during the mediation.
6. Consult trusted advisors in advance of the mediation, for example, attorney, counselor, or financial planner.