**Your Goals for Mediation**

This **confidential** questionnaire has been designed to give you an opportunity to consider your personal needs and goals before we start mediation.

However, there are no right or wrong answers! Please use this space to reflect on the positive aspects of what you hope to achieve and, if possible, please avoid making negative statements about or demands on the other person – do be as open and honest as possible. Your answers will be discussed between you and the mediator during the early stages of mediation. Once underlying needs have been discussed, we will be able to develop a framework for mediation.

**Please note:** The questionnaire should be completed **after** you have read the Guide to Workplace Mediation.

**Don’t forget to bring your completed questionnaire with you on the day of the mediation.**

Your name:.....................................................

**1. Briefly, please outline the areas that you wish to discuss during mediation**

**2. What are your personal needs/goals that you would like to be met through mediation and why are these important to you?**

**3. What would a fair outcome look like for all participants?**

**4. What are the potential blocks and barriers to achieving the above outcome?**

**5. You will be asked to prepare a short opening statement for use at the start of the joint Meeting. Please use this space to consider those areas you wish to include in your opening statement.** *Please bear in mind that the mediator will ask all parties to refrain from using blaming, derogatory, sarcastic, demeaning or other inflammatory language.*

**6. Do you have any further comments or suggestions regarding the mediation process? (Please continue on a separate sheet if required).**