

## Peer Mediation Assessment – Coach’s Evaluation Sheet (Secondary)

Date:

Peer Mediator(s): \_\_\_\_\_

<b>1. <u>Welcome</u></b>	<b>Key Points to Observe</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introductions made</li> <li><input type="checkbox"/> Explanation of mediation process and confidentiality</li> <li><input type="checkbox"/> Set ground rules</li> <li><input type="checkbox"/> Got agreement of rules by disputants</li> </ul>	<b><u>Coach’s comments</u></b>
<b>2. <u>Defining the Problem</u></b>	<b>Key Points to Observe</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Used active listening, summarised content and reflected back feelings</li> <li><input type="checkbox"/> Used open questions to unpack the stories</li> <li><input type="checkbox"/> Summarised the problems</li> <li><input type="checkbox"/> Checked if both disputants had anything else to add to their stories</li> </ul>	<b><u>Coach’s comments</u></b>
<b>3. <u>Establishing Needs</u></b>	<b>Key Points to Observe</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Asked both parties what they needed from the mediation</li> <li><input type="checkbox"/> Reflected back what disputants needed</li> </ul>	<b><u>Coach’s comments</u></b>
<b>4. <u>Generating Solutions</u></b>	<b>Key Points to Observe</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Asked open questions</li> <li><input type="checkbox"/> Brainstormed several solutions with disputants</li> <li><input type="checkbox"/> Remembered to get feedback on each solution from the other disputant</li> <li><input type="checkbox"/> Summarised agreement reached by the two parties</li> </ul>	<b><u>Coach’s comments</u></b>
<b>5. <u>Reaching Agreement</u></b>	<b>Key Points to Observe</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Checked that the agreement solves the problem for both disputants</li> <li><input type="checkbox"/> Congratulated disputants and arranged a check back time</li> </ul>	<b><u>Coach’s comments</u></b>
<b>6. <u>Control of Mediation Process</u></b>	<b>Key Points to Observe</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensured disputants kept to the rules of mediation</li> <li><input type="checkbox"/> Made an effort to build rapport with the disputants</li> <li><input type="checkbox"/> Used neutral body language</li> <li><input type="checkbox"/> Were fair</li> </ul>	<b><u>Coach’s comments</u></b>