



# Mediator's Checklist

This checklist is intended for internal preparation purposes as mediators prepare to facilitate the mediation process. Beyond review of the background details of the dispute and process preparation, this resource is focused on taking care of the mediator in the course of their facilitation of a mediation.

**Food.** Plan to eat a meal before the mediation starts and consider meal times around the mediation to avoid hunger impacting your performance. It may be easier for parties to the dispute to eat during the mediation than it will be for you to, so do not start your mediation on an empty stomach.

*(Tip: Consider taking along a snack to hold you over in the event that the mediation goes long.)*

**Water.** Ensure that you have water available to stay hydrated during your mediation.

**Comfortable shoes.** Especially to the extent that you anticipate there being any potential for the parties to your mediation to be separated at any time during it, ensure that the shoes you wear are comfortable to walk in.

**Travel time.** Give yourself a little bit more time than you expect to need to arrive at the mediation venue. Cutting it close or showing up late can give rise to undue stress and mediators tend to be most effective when they project a sense of calmness.

**Washrooms.** Many mediators are taught to familiarize themselves with the location of facilities on site and ensure that mediation participants are aware of the whereabouts of washrooms as the mediation gets started. Go a step further and visit the washroom yourself before the mediation starts, participants will likely have more of a chance to make use of the facilities once you get started than you will.

**Charger.** Either ensure that your mobile device is fully charged when you arrive at your mediation or bring along a portable charger. While you may not be planning to be on your phone much during the mediation, you never know if it may be helpful to have it handy and can be helpful to have in the event of an emergency.

**Clock.** Ensure that you are able to check the time at any point during your mediation to avoid the stress than can come with not knowing what time it is. This can be your watch, your phone or some other device.