

## Part 146 Mediator Apprenticeship Report- Sample

Apprentice Information	
Name of Apprentice:	
Phone Number:	
Email Address:	

Apprenticeship Provider Information	
Name of Coordinator:	
Organization:	
Phone Number:	
Email:	

Apprenticeship Case Activity			
Simulations/Role Plays			
Date	Duration (min)	Case Matter	
Observations of Live Cases (one row per case)			
Date(s)	Duration (min)	Case Matter	Name of Mediator Observed
Co-mediations of Live Cases (one row per case)			
Date(s)	Duration (min)	Case Matter	Name/Contact of Co-Mediator(s)
Solo Mediations of Live Cases (one row per case)			
Date	Duration (min)	Case Matter	Name/Contact of Observer(s)

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Apprenticeship Overview
<b>Based on this apprenticeship, identify the strengths of this mediator:</b>
<b>Based on this apprenticeship, identify the areas for continued improvement for this mediator:</b>

Apprentice Assessment		
Please assess the mediator's abilities:		
	Observed	Comments
<b>Demeanor</b>		
Exhibited a professional appearance		
Showed confidence and control of emotions		
Maintained impartiality		
Demonstrated respect and curiosity for different values and cultural norms		
<b>Starting Mediation</b>		
Provided a welcoming presence and set positive tone with opening statement		
Explained process and participants' role		
Explained confidentiality, impartiality, and self-determination		
Invited participants to share concerns/needs for the process		
Obtained agreement on guidelines for process		
<b>Mediation Skills</b>		
Demonstrated understanding of issues		
Used active listening techniques (e.g. reflection, looping, summary)		
Distinguished positions from interests		
Reframed issues in neutral terms		
Supported self-determination of participants		
Assisted parties in organizing the conversation and mediatable topics		
Elicited options and explored possibilities for agreement		
If used caucus, clarified and honored participants' confidentiality expectations		
Informed participants about where and how to get legal advice		
<b>Ending Mediation</b>		
Assisted parties with reality testing		
Discussed and identified next steps if no agreement reached		
If agreement is reached, confirmed all aspects of such agreement with all participants		
If a written agreement is required, facilitated the drafting of an agreement that is specific, well-organized, easily read, and covers all issues		