



Mediator Opening Statement

Introduce yourself and the parties. How would you like to be addressed?

Introduce Mediators-in-Training and explain their role.

Conflict of Interest check

- Disclose to parties if you know any of them and how you know them
- Disclose if you have mediated for the agency before
- If you do have previous connection and believe you can serve impartially, let everyone know that and ask for their permission to continue

Inform the parties that you will spend a few minutes describing the process and expectations. Thank them for their attention. Encourage them to ask questions.

Commend parties for their decision to use mediation

Remind parties that mediation is a voluntary process

- Are parties here voluntarily?
- Are all parties that are required to reach an agreement present?
- What, if any, formal complaints, grievances, etc. are pending?

Confidentiality

- Information that is shared in mediation is confidential, including:
 - Anything said during the mediation
 - Anything written for or during the mediation
- All mediator notes will be destroyed

Exceptions to confidentiality

- As required by a court or by law
- Is already public
- As agreed by the parties
- In cases where a party has prepared a document or communication for mediation and that party wishes to disclose it.
- Written settlement agreements are not confidential

Mediator Opening Statement

Sasha Hu



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