

**SUPERVISOR EVALUATION  
OF PARENTING ACT APPRENTICE MEDIATOR**

(\*To be completed by supervisory mediator and discussed with apprentice within 10 days after closure of the mediation case.)

**I. Apprentice & Case Information**

Case Identifier (initials or case #): \_\_\_\_\_

Date(s) of Mediation Sessions: \_\_\_\_\_ Total Cumulative Hours Mediated on this Case: \_\_\_\_\_

Supervisory Mediator: \_\_\_\_\_ Apprentice Mediator: \_\_\_\_\_

Location (town) of Mediation: \_\_\_\_\_ Is this the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, (other \_\_\_\_\_) apprenticed case?

**II. Apprentice Skills**

**A. PERSONAL QUALITIES**

(ex. Appropriate dress and appearance; developed rapport and trust; conveyed a positive outlook; appeared confident and in control of emotions; appeared sensitive to clients' physical and emotional comfort)

Comments:

**B. PROCESS SKILLS PERFORMED (+) = STRENGTH; (-) = NEEDS IMPROVEMENT (as applicable to style of mediation employed):**

\_\_\_\_\_ **Individual Private Session - IPS (when applicable)** (Provided welcome and overview; explained the mediation process and roles of parties and mediator; described joint session and separate session approaches; asked appropriate screening questions to determine whether SADR process was advisable; described next steps in the mediation process)

\_\_\_\_\_ **Introduction**  
(Provided welcome and opening comments; explained mediation process and the roles of the parties and mediator; described Parenting Plan; clarified role of participants, covered confidentiality and Agreement to Mediate Form)

\_\_\_\_\_ **Opening Statements**  
(Gave clear guidelines of opening statement's expectations; engaged participation of clients; accurately and briefly summarized information and concerns; balanced time and focus between clients)

\_\_\_\_\_ **Clarification**  
(Listened actively; asked open-ended and other appropriate questions; engaged participation of clients; acknowledged emotions and feelings; accurately and briefly summarized information and concerns; balanced time and focus between clients; elicited information regarding the child's perspectives and needs)

\_\_\_\_\_ **Issues & Interest Identification**  
(Identified interests, intentions, differences, limitations, and underlying problems; addressed the general issues set forth in the standard Parenting Plan (i.e. custody, decision-making, etc.); assisted the parties to explore best interests of the child)

\_\_\_\_\_ **Agenda Setting**  
(Defined the issues and interests, incl. those in the standard Parenting Plan; organized and prioritized mediatable issues)

\_\_\_\_\_ **Option Generating**  
(Utilized at appropriate time in the process; focused on present and future needs and interests rather than positions; elicited multiple options; assisted the parties to expand their resources and information in order to create more choices)

\_\_\_\_\_ **Decision-Making**  
(Facilitated negotiation and bargaining; assisted parties with reality testing; assisted parties to consider their needs as well as those of the children; drafted agreement which is well organized, clearly stated, and easily readable; assisted in developing an agreement that is balanced, fair, realistic, understood, and not coerced; discussed options for non-compliance or resolving future conflict; exerted sufficient effort to assist parties in reaching agreement)

\_\_\_\_\_ **Closure** (Provided appropriate information and referral)

\_\_\_\_\_ **Other** (Completed child support worksheet (if applicable))

**Comments on process skills listed above:**

(continued)

**C. PROFESSIONAL QUALITIES**

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(ex. Allowed adequate planning and preparation time; performed follow-up work in a timely manner; possessed adequate knowledge of issues; demonstrated an awareness of ethical issues; maintained impartiality and objectivity; avoided imposing substantive decisions on the parties; demonstrated respect for different values and lifestyles; demonstrated ability to work with co-mediator and clients; engaged in ongoing assessment of appropriateness of case for mediation)

Comments:

**D. COMMUNICATION SKILLS**

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(ex. Demonstrated appropriate posture, gestures, and eye contact; demonstrated appropriate use of voice, tone, volume, and clarity; demonstrated appropriate verbal content and timing; demonstrated appropriate listening styles and other intuitive abilities; took notes appropriately; demonstrated good summary and reframing skills; when appropriate, completed a draft with appropriate language for Parenting Plan)

Comments:

**E. SPECIAL TECHNIQUES**

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(ex. Demonstrated appropriate use of caucus; demonstrated appropriate involvement of other parties; overcame impasse, resistance, or difficult behavior; dealt with power imbalance or control issues; handled intense emotions or difficult agendas; displayed flexibility and used creative strategies effectively)

Comments:

**III. Overall Assessment of Apprentice** *(Attach additional sheets as necessary.)*

Please discuss the following: In which skill areas did the apprentice show strength or need improvement? Is the apprentice open to critique? What mediation skills does the apprentice currently lack that should be addressed in subsequent co-mediations or training?

Based on this co-mediation, and in relation to the apprentice's present level of training and experience, has the apprentice demonstrated competency in the Parenting Act mediation process?  Yes  No

Knowing that mediator may have further co-mediation requirements to complete, has the apprentice demonstrated the appropriate level of skill to mediate Parenting Act cases independently?  Yes  No, because...

Signature of Supervisory Mediator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Apprentice Mediator \_\_\_\_\_ Date \_\_\_\_\_