

**SUPERVISOR EVALUATION
OF PARENTING ACT APPRENTICE MEDIATOR**

(To be completed by supervisory mediator & discussed with apprentice within 10 days of mediation. Attach additional pages as necessary)

I. Apprentice & Case Information

Date(s) of Mediation: _____ Scheduled Start Time: _____

Supervisory Mediator: _____ Apprentice Mediator: _____

Apprentice Mediator's Arrival Time: _____

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 (as applicable to style of mediation employed):

_____ **Screening Questions (if applicable)**

_____ **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**

(Engaged participation of clients; understood issues and empathized with feelings; accurately and briefly summarized information and concerns; balanced time and focus between clients)

_____ **Clarification**

(Asked appropriate questions; engaged participation of clients; understood issues and empathized with feelings; accurately and briefly summarized information and concerns; balanced time and focus between clients)

_____ **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.); identified common ground; reframed statements and issues)

_____ **Agenda Setting**

(Defined the issues and interests, especially those set forth in the standard Parenting Plan; appropriately prioritized issues)

_____ **Option Generation**

(Utilized at appropriate time in the process; organized and prioritized mediatable issues; focused on present and future needs rather than positions; elicited multiple options and explored settlement possibilities)

_____ **Agreement Writing**

(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

(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

(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

(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 _____