


## 01. Coordinator

- **Reserve** the meeting room,
- **Ensure** equipment and supplies,
- **Order** (and perhaps receive and set up) refreshments, and
- **Support** participant requests such as travel information.

## 02. Documenter

- **Set up** the documentation software and tools,
- **Document** outputs and inflection points, not verbatim discussions,
- **Distribute** the meeting or workshop notes, and
- **Manage** edits, document versioning, and archiving.



### 4 ROLES of EFFECTIVE FACILITATION

## 03. Methodologist

- **Help** the facilitator, business partner, and technical partner codify the deliverable and define the appropriate agenda steps to follow,
- **Provide** succinct questions to ask and the optimal order or sequence for the questions to be answered, and
- **Occasionally participate** in workshops to ensure that the output produced satisfies the expected standards of quality and consistency—namely, that others can act upon the deliverable effectively, such as the product development, project, or Scrum teams.

## 04. Facilitator

- **Focus** the group and using facilitation skills to enhance communications,
- **Ensure** that all participants have an opportunity to participate,
- **Explain** and enforce all of the roles,
- **Keep** the group on track,
- **Listen actively** to the discussion and challenging assumptions,
- **Manage** the documenter and/or the documentation,
- **Observe** the group interactions and adjusting when necessary,
- **Question** to achieve clarity—aiding understanding among participants,
- **Recognize** disruptive behavior and creating positive corrections,
- **Work** to manage conflict that develops.

# Mediation Facilitators Guide

**Sharmon Monagan, Eshanda James**



## **Mediation Facilitators Guide:**

*Problem Solving Mediation Training: Facilitator's Guide* Sharmon Monagan, Eshanda James, 2010-10-04 This problem solving mediation training guide provides a comprehensive step by step walk through mediation using Christopher Moore's problem solving model Included in the manual is a case study a role play and activities In addition to the aforementioned facilitator notes are included to enhance the learner's experience Participant guides are also available for purchase

*Facilitator's Guide for "Mediation* American Bar Association. Commission on Public Understanding About the Law, 1995

**Conflict Resolution Education** Donna K. Crawford, Richard J. Bodine, 1996 Developed for educators juvenile justice practitioners and others in youth serving organizations to heighten awareness of conflict resolution education and its potential to help settle disputes peacefully in a variety of settings The guide provides background information on conflict resolution education an overview of four widely used promising and effective approaches and guidance on how to initiate and implement conflict resolution education programs in various settings Includes curriculum resources reading list glossary and assessment forms Charts and tables

**Problem Solving Mediation Training**, 2009 Conflict Resolution for the Helping Professions Allan Edward Barsky, 2014 Barsky's hands on text provides the theory skills and exercises to prepare readers for an array of conflict situations It encourages developing professionals to see themselves as reflective practitioners in the roles of negotiators mediators advocates facilitators and peacebuilders Readers will learn how to analyze conflict situations and develop theory based strategies that can be used to intervene in an ethical and effective manner Examples and exercises demonstrate how to apply conflict resolution skills when working with individuals families groups organizations and diverse communities Conflict Resolution for the Helping Professions is the only current conflict resolution textbook designed specifically for social work psychology criminal justice counseling and related professions

**The Mediator's Handbook** Ruth Charlton, Micheline Dewdney, 1995 Practical handbook which provides guidelines on how to develop and improve mediation skills for beginners and experienced mediators Techniques and skills outlined are applicable to all types of disputes including commercial family community environmental and workplace Discusses the most appropriate strategies to apply in particular contexts Includes index Ruth Charlton is a solicitor in private practice lawyer mediator and co editor of Australian Dispute Resolution Journal Micheline Dewdney is a solicitor of the Supreme Court of NSW lawyer mediator and co editor of Australian Dispute Resolution Journal

**Selecting a Mediator/facilitator for Public Policy Issues**, 1996  
Legal Video Review, 1994 A manual for group facilitators Brian Auvine, 1977 Resources in Education, 1998 A Manual for Group Facilitators Brian Auvine, Center for Conflict Resolution (Madison, Wis.), 1978 The Harvard College Guide to Consulting Marc Cosentino, 1993 **Ethics in the Expanding World of ADR**, 2008 **Managers and the Legal Environment** Constance E. Bagley, Diane W. Savage, 2006 Recognized and respected for both its inclusion of cutting edge material and for its strong strategic managerial approach this is one of the most comprehensive and challenging yet

approachable and understandable legal environments texts on the market It is equally suitable for students with substantial work experience as well as for those who are studying business for the first time The text fully looks at the subject matter from the perspective of current and future business managers and leaders by providing an in depth understanding of how law impacts daily management decisions and business strategies Its integrated treatment of law and management presents a very strategic perspective showing how the law provides ways for managers to minimize risk and create value how to use the law to craft solutions to attain core business objectives and how to spot legal issues before they become legal problems and effectively handle the inevitable legal disputes that arise in the course of doing business     *Guide to Educating the Public about the Courts* Robert Willard Johnson,1994     Restoring Justice Daniel W. Van Ness,Karen Heetderks Strong,2002 The book outlines why criminal justice is in need of a new vision and how restorative justice can meet this need The authors define restorative justice and its values explore its foundational underpinnings and details ways to build restorative justice into policy and practice The book grew out of a three year project investigating the theory behind restorative justice the principles for its application and the implementation of practical programs to advance the restorative justice vision This second edition continues with the mission by examining how restorative justice concepts have been applied and by evaluating the conceptual and practical objections and obstacles to restorative justice in practice     **Art Of Facilitation** Dale Hunter,Anne Bailey,Bill Taylor,1995-10-22 How to get groups to work with one another within any business organization

**Strategic Management for Tourism Communities** Peter E. Murphy,Ann E. Murphy,2004 Strategic planning within a community framework is essential for tourism to reach its potential This book combines the four principal functions of business management and stakeholder analysis to develop a model of collaborative decision making This model offers a template for communities to understand and make the most of their tourism resources     Ontario Environmental Legislation ,2002     **Student Workbook for Restorative Practices and Peer Mediation Training Manual** Matthew Tolliver,2018-08-13 This is a supplemental workbook for Restorative Practices and Peer Mediation Training Manual Third Edition It contains all the student handouts in one convenient location This workbook will make the task of preparing training materials for students much easier

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