



Ontario Association for Family Mediation

Schedule "B"

Confirmation of Supervised Practical Experience

(Please attach a copy of the Contract)

Associate Name: _____

Supervisor Name: _____

Phone: _____ Email: _____

Date **Nature of Activity (Observation, Co-Mediation etc)** **Hours**

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The OAFM acknowledge the assistance of the Peel Family Mediation Services in the development of this form

Assessment of Skills at Conclusion of Internship

Well advanced: (8-10 points) *Intern has demonstrated advanced mediation skills and portrays a high level of competency in most mediation principles and practices.*

Competent: (5-7 points) *Intern demonstrates standard mediation skills and portrays a considerable understanding of most mediation principles and practices.*

Needs Improvement: (1-4 points) *Intern demonstrates limited mediation skills and minimal understanding of mediation principles and practices*

GENERAL SKILLS	<i>Needs Improvement</i>	<i>Competent</i>	<i>Exceptional</i>
Listening, framing, reframing, and handling strong emotions			
Facilitation and negotiation.			
Recognizing and responding to cultural, gender, and power issues in conflict			
Identified elements, relations or organizing principles in a situation			
Summarized issues and provided for good closure of session			
Building and maintaining professional knowledge			
Creating and sustaining a participatory environment			
Selecting and confirming resolution options (interests, needs & Influence)			
Screened client for suitability re: abuse, power imbalance, readiness etc.			
Managing the content, people and the process			
Explaining mediation and the process			
Opening-setting the stage in a positive manner			
Positioning parties and the room accordingly			

Understanding and establishing accommodation for parties (i.e. health issues, disability and or emotional needs etc.)			
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Mediation Skills			
	<i>Needs Improvement</i>	<i>Competent</i>	<i>Advanced</i>
Establishes positive relationship with the clients			
Protects and affirms participant's rights to self-determination			
Analyze and diagnose the causes of conflict, and the many approaches to managing and intervening in conflicts large and small			
Use the communication skills of effective conflict practitioners: listening, framing, reframing, and handling strong emotions			
Explore issues in depth, generate multiple options, evaluate options, and develop acceptable solutions with the parties			
Practice mediation and a range of other conflict intervention processes in a safe environment with feedback			
Raise conflict in a constructive way			
Recognize and respond to cultural, gender, and power issues in conflict			
Effective questioning: Closed, open ended questions, dealing with impasse			
Skills in conflict management & analysis			
	<i>Needs Improvement</i>	<i>Competent</i>	<i>Advanced</i>
Creating: Able to create new knowledge based on the understanding of a client's message			

Evaluating: Able to examine critically the client's information based on internal and external criteria			
Analyzing: Identifies elements, relations or organizing principles in a situation			
Applying: Uses mediation techniques or principles in order to solve problems			
Understanding: Transposes, interprets and extrapolates from mediation knowledge			
Summation: Remembers words, facts, dates, conventions, theories, principles etc. related to conflict resolution			
Competencies in Relationships and Content Management			
	<i>Needs Improvement</i>	<i>Competent</i>	<i>Advanced</i>
Plan appropriate conflict resolution process <ul style="list-style-type: none"> • Select clear methods and processes • Prepare time and space to support parties' process 			
Facilitate appropriate and workable outcomes <ul style="list-style-type: none"> • facilitate the parties with clear methods and processes • Facilitate parties' self-awareness about their tasks • facilitate the parties consensus of desired outcomes 			
Build and maintain professional knowledge <ul style="list-style-type: none"> • Maintain base knowledge • Know a range of facilitation methods including mediation and negotiation • Maintain professional standards 			
Model positive professional attitude <ul style="list-style-type: none"> • Practice self-assessment and self-awareness • Act with integrity • Trust individual and parties potential as well as model neutrality within the mediation process • Sustain an impartial and respectful relationship with parties in conflict 			
Create and sustain a participatory environment <ul style="list-style-type: none"> • Demonstrate effective participatory and interpersonal communication skills. • Honour and recognize diversity, power imbalance, ensuring inclusiveness • Incorporate anti-oppressive and strength based practices 			

<ul style="list-style-type: none"> • Evoke parties creativity • Empower Clients, health issues & accommodation 			
<p>Evaluate interventions</p> <ul style="list-style-type: none"> • Develop standards and baseline indicators (safety concerns, community resources, financial disclosures and previous court orders/conditions) of performance at the beginning of mediation • Consistently evaluate interventions throughout the mediation process 			