

SUGGESTED OPENING STATEMENT

____ Thank both parties for being here!

____ Silence all electronic devices

____ Have you set aside sufficient time? (How much time?)

____ Self-Determination: Today I am NOT here to impose a decision!

____ I will attempt to maintain neutrality with regard to who is right/wrong

____ My Role? Facilitate Discussion,

____ Your Role? Listen and attempt to open lines of communication)

- I will help guide the process / Assist with communication

____ BODY LANGUAGE? Yours/Theirs?

____ Ground Rules!

- Common courtesy (What does that look like?)

- Avoid interrupting, stepping over each other, and personal attacks

____ How the **process** works:

- Complete my opening remarks/statement

- Your **uninterrupted** opportunity to share your opening thoughts

- **Joint discussions** (Explain the importance!)

- **Explain** Private Session/Caucus (If one, also the other. **Time factor?**)

____ Any questions?