

WORKPLACE MEDIATION READINESS ASSESSMENT

Individual Participant Questionnaire

Please complete this document and return it to your mediator



WHY DO WE ASSESS READINESS BEFORE WORKPLACE MEDIATION?

Workplace mediation is not a fact-finding process, and it is not about determining who is right or wrong. It is a structured conversation intended to help people find a workable way forward in an ongoing work environment.

Experience shows that mediation is most effective when participants are ready to engage. Readiness does not mean agreement, comfort, or certainty. It means being prepared to speak honestly, listen openly, take accountability where appropriate, and consider changes that may be required for the working relationship to function.

When participants are not ready, mediation often becomes an exchange of defended positions. Time is spent revisiting the past without creating clarity about the future. This can be frustrating, costly, and ultimately unhelpful for everyone involved.

The readiness questions are not an evaluation of character or performance. They are used to help the mediator determine whether mediation is likely to be productive now, or whether some preparation would improve the chances of a useful outcome.

INSTRUCTIONS TO PARTICIPANT

Please respond to each question candidly. There are no right or wrong answers. Your responses will be reviewed by the mediator to assess readiness for mediation and to plan the process appropriately. We have intentionally kept this document editable. Please type as much as you like... it will expand as your answer does. Please do not delete any questions and resubmit it to the mediator as an unlocked Word document.

Your responses to the following questions will not be directly shared. However, in order for mediation to move forward disclosure is required. Your mediator may wish to carefully employ some of your responses, including your ideas, concerns, or objections, in the mediation process unless you explicitly state that your response should not be shared.

1. Reason for Mediation Now

What has led to workplace mediation being considered at this point, and why do you believe now is the right time (or not)?



2. Work-Related Outcomes

What do you need to be different at work for this situation to feel resolved or manageable going forward?

3. Your Role in the Workplace Dynamic

Looking back, how do you see your own actions, decisions, communication style, or leadership approach contributing to the current workplace situation?

4. Organizational Constraints and Realities

What organizational constraints or realities should be acknowledged in mediation (for example policies, reporting relationships, power dynamics, performance expectations, or legal obligations)?

6. Openness to Feedback

If the mediator has observations to share about how your interactions or behaviours are contributing to or detracting from the mediation process are you open to hearing them? How best do you receive challenging information?

7. Flexibility and Concession

If resolving this issue requires changes to how you work, communicate, or interact with others, what flexibility are you realistically prepared to consider? What do you expect or need from others?



Mediator Use Notes (Not Shared)

Readiness indicators to consider:

- Acknowledgement of role and impact
- Understanding of organizational context
- Willingness to adjust behaviour or expectations
- Forward-looking rather than punitive mindset

Potential risks:

- Focus on blame or record-correction
- Resistance to feedback or concession
- Misalignment between authority and accountability

Recommendation:

- Proceed with mediation
- Proceed with pre-mediation coaching or clarification
- Defer mediation until readiness improves

For additional information about AccessHR's mediation services contact

Sheri Brake
sbrake@accesshrinc.com

