**PPC OBSERVATION PROMPTS**

This is an **optional** set of prompts for PPC observation of a mediation session led by the supervisee. Its purpose is both to provide a formal record (which is **not** required to be in any particular form) to be included with the portfolio submission and also to assist the supervisee and PPC with prompts for reflection and learning from the practice observed. It can be typed or handwritten and expanded or reduced as appropriate.

*“The trained mediator must have at least one mediation session (as opposed to a MIAM) observed by their PPC (which must not be a session co-mediated with the PPC). More than one observation is encouraged, including observation of an initial assessment/ consultation meeting. The PPC’s written feedback on a minimum of one session needs to be included in the materials submitted for assessment”. (3f)*

Mediator: PPC:

Case Reference:

Number of Session: AIM/ Child/ Finance Sole/ Co-Mediation Date:

Brief Overview of session (optional)

1. How did the session go overall?
2. What went particularly well?
3. What went less well?
4. What issues (for participants) were identified during the session and how were they addressed?
5. How did the mediator manage:
	1. the relationships (promoting communication and co-operation)
	2. the process (remaining neutral and impartial, facilitating the process)
	3. the content (reframing, summarising etc) and
	4. her/ himself?
6. How well did the mediator establish rapport, trust and engagement, and how was this achieved?
7. How effectively did the mediator acknowledge, affirm, intervene and hold back, and how effective is her/ his use of verbal and body language?

1. How well did the mediator provide appropriate information and guidance and do so impartially?
2. How well was the exchange of information handled regard to financial / children’s issues? How might this quality have been improved?
3. How well did the mediator understand, employ and (where appropriate) articulate mediation principles?
4. How well did the mediator understand, employ and (where appropriate) articulate the mediation process?
5. What mediation skills were employed during the session? E.g. mutualising, appropriate questions etc. Were they effective?
6. What strategies were used during the session? E.g. using flipchart, verbal challenge, sharing of information, working separately with the couple etc. Were they effective?
7. Were any theoretical models used during the session i.e. child development, conflict management, or a particular mediation theory such as eco-systemic, transformative?
8. Were there any problems/ obstacles during this mediation? If so, were there strategies that might have been have used (more effectively)?
9. Did a power imbalance exist between the clients? If so, how did the mediator empower the “weaker” participant and manage balance and impartiality?
10. How satisfied were the participants with the session? If dissatisfied, could anything have been done differently?
11. If the mediation broke down what were the reasons for this? Could the mediator have done anything differently?
12. Can you identify specific competences used for the portfolio, and/ or specific elements of relevance to the mediator’s reflective account/ case summaries?
13. What were the **most effective** and **least effective** components to this mediation?

**CO-MEDIATION COMMENTS**

1. How effectively did the mediators work together? Was there a good “balance” between them?
2. Were different roles agreed in advance, and for note-taking and report writing?

**FURTHER COMMENTS FROM DISCUSSION WITH MEDIATOR (IF ANY)**

**FINAL REFLECTION**

1. What are the **main learning points** to take away from this session**?**