

Choose Workplace Mediation

Why?

Mediation is quick.
A mediation settlement takes much less time to achieve than the more timely (and costly) process of litigation and the EEO discrimination complaint process.

Mediation is voluntary.
You do not give up any of your rights to pursue the matter formally. While mediation is designed to be an informal settlement process, it is entirely voluntary. The parties or the mediator can end the mediation at any time.

Mediation is confidential.

The mediator will keep all information confidential and will not willingly testify for or against either party in a court of law or an administrative process. No written record is kept of the mediation process.

89% of participants said they would use mediation again!

While conflict is a normal part of our lives, it can be an uncomfortable experience, especially in the workplace. If you find yourself in a dispute with an employee, manager, or other colleague, mediation can help you resolve issues in a private, confidential and timely manner.



Mediation is an informal process that uses a neutral third party to facilitate the parties' resolution of the dispute. The Department of the Navy provides certified mediators to assist employees and supervisors in this process. The mediator has no power to make a decision or force one on any party; instead, the mediator works with all parties to help them reach a voluntary agreement of their own making.

Mediation is for Every situation

The Department of the Navy's Workplace Mediation Program addresses all types of workplace disputes. For example, employee relations issues, Labor-Management relations issues, employee-to-employee disputes that adversely affect the workplace and EEO issues are candidates for mediation.

*The single
biggest problem
in
communication
is the illusion
that it has taken
place.*

*~George Bernard
Shaw*

Mediation Process



- **Mediator's Opening Comments**
 - During the first meeting, the mediator will explain the process and answer any questions the parties may have. The parties will be asked to sign a Consent to Mediate form.
- **Brief Opening Comments by Participant**
 - Each party has a chance to briefly present concerns without interruption
- **Joint Discussion to explore issues and ask question**
 - The meeting continues with the parties together. During these joint meetings, everyone can ask questions to bring out new information. The mediator can act in any number of facilitative roles, i.e., communicator, translator, agent of reality, etc. The goal of mediation is to reach a mutually agreeable and appropriate resolution.
- **Caucus (separate, private meeting with each party, and has a confidential component)**
 - After the joint session, the mediator meets with each party separately (caucus) to discuss the issues and explore options in greater details and to gain a better sense of how the parties would like the issue resolved.
- **Reconvene to explore everyone's options**
 - Following the caucuses, the mediator will reconvene with a joint session and assess whether there are any areas of agreement on any issues. If not, the parties will continue to negotiate, possibly re-caucusing with the mediator, until it is clear that a resolution is, or is not, going to emerge.
- **Resolution and Closure**
 - If a resolution is reached, the mediator helps the parties put their agreement to writing for signature but makes no decision in the actual resolution agreement.

To Request Mediation

Contact

**CNREURAFSWA Alternative
Dispute Resolution Manager**

DSN: 314-626-5755/5522

Mediators Wanted

For more
information about
becoming a DON

certified
mediator review
the
mediation
certification

process at [http://
adr.navy.mil/
content/
mediacert.aspx](http://adr.navy.mil/content/mediacert.aspx)
and please contact

CNREURAFSWA
Alternative Dis-
pute Resolution
Manager @ DSN:

314-626-
5755/5522

Do you have what it takes?

- The ability and demeanor to professionally conduct and facilitate discussions and problem solving activities involving senior management officials.
- The ability to maintain confidentiality.
- Excellent oral communications skills.
- Excellent written communication skills.
- The ability to professionally and respectfully guide discussions that foster problem resolution.