

Preparing for your first mediation

A practical guide to help you feel ready on the day.

What is this guide for?

If you have a mediation session coming up, it is normal to feel unsure about what to expect. This guide will help you prepare practically and mentally, so you can get the most out of the process.

Before the session

- Think about what you actually want from the mediation. Not just what went wrong, but what a reasonable outcome might look like.
- Write down the key points you want to make sure are heard. You do not need a script, just a few notes to keep yourself anchored.
- Consider what you are willing to move on, and what genuinely matters most to you.
- Try to separate the person from the problem. You do not need to like the other party, but being willing to listen will help.
- Get a good night's sleep if you can. Mediation works best when you are not exhausted.

What to bring

- Any documents or records that are relevant to the matter (emails, letters, agreements).
- Your notes, if you have made any.
- A support person is sometimes permitted, depending on the type of mediation. Check with Taz beforehand.
- Water and something to eat if it is a long session.
- An open mind. This matters more than anything else on this list.

What to expect on the day

The session will begin with Taz explaining how the process works, what is confidential, and what the ground rules are. Each party will have time to speak without interruption. Taz will not take sides or decide who is right.

Mediation is a conversation, not a hearing. You are in control of what you agree to. Nothing is finalised unless both parties agree.

A note on emotions

It is common to feel anxious, frustrated, or upset during mediation. That is completely normal. Taz will hold a calm, steady space for the session. If you need a break at any point, just ask.

After the session

- If an agreement is reached, it will be written up clearly so both parties know what has been agreed.
- A follow-up check-in is included in most mediation sessions to make sure things are on track.
- If the session does not resolve everything, that is okay. Even partial progress can shift things significantly.

"You do not need to have all the answers before you walk in. You just need to be willing to have the conversation."