

Standard Skills Assessment Form

APPLICANT NAME: _____

DATE OF COMMITTEE REVIEW: _____

COMMITTEE MEMBERS PRESENT: _____

DECISION FROM SKILLS ASSESSMENT:

Recommended for C. Med.

Not recommended for C. Med.

COMMITTEE MEMBERS SIGNATURES: _____

COMPETENCY ASSESSMENT PROGRAM:

The following areas will form the basis of the skills assessment.

- Part One consists of 9 required skills/competencies, meaning that unless all skills in Part One are rated Meets or Exceeds, the applicant will fail on the skills assessment. All skills in this section must be observed and rated.
- Part Two consists of 12 additional skills, at least 6 of which must be rated Effective. If 7 or more of the Part Two skills are rated either Less than Effective or Not applicable/Didn't Observe, this shall constitute a fail on the part of the applicant.
- Skills will be assessed at a high standard.

Part One:

SKILLS, TO BE ASSESSED REGARDLESS OF STYLE OR APPROACH USED	MEETS OR EXCEEDS	NOT COMPETENT	DID NOT OBSERVE
1. Ability to establish and describe to the disputants key mediation processes and ground rules, such as confidentiality, role of the mediator, caucusing, authority to settle, and respectful behaviour			
2. Ability to work with strongly felt ideas or values of the disputants			
3. Ability to separate the mediator's personal values from issues under consideration			
4. Ability to work with the parties effectively to get the facts, issues and perceptions clearly out on the table			
5. Ability to treat the parties and to run the mediation process in a fair, impartial, respectful and dignified manner			

SKILLS, TO BE ASSESSED REGARDLESS OF STYLE OR APPROACH USED	MEETS OR EXCEEDS	NOT COMPETENT	DID NOT OBSERVE
6. Ability to ensure that all parties have an opportunity to participate in the process			
7. Ability to preserve parties' autonomy in decision-making			
8. Ability to uncover parties' needs and interests			
9. Ability to address ethical issues in mediation in a manner consistent with the Code of Conduct, through discussion of an ethical dilemma			

Part One: All 9 required skills/competencies rated as meets or exceeds

Yes _____

No _____

Part Two:

SKILLS, TO BE ASSESSED REGARDLESS OF STYLE OR APPROACH USED	EFFECTIVE	LESS THAN EFFECTIVE	NOT APPLICABLE OR DID NOT OBSERVE
1. Ability to listen actively			
2. Ability to organize and structure complex factual material effectively for the parties			
3. Ability to understand the negotiation process and the elements of effective negotiation			
4. Ability to earn trust and develop rapport			
5. Ability to assist parties to invent creative options			
6. Ability to assist the parties to identify principles and criteria that will guide their decision-making			
SKILLS, TO BE ASSESSED REGARDLESS OF STYLE OR APPROACH USED	EFFECTIVE	LESS THAN EFFECTIVE	NOT APPLICABLE OR DID NOT OBSERVE

7. Ability to assist the parties to assess their non-settlement alternatives			
8. Ability to assist the parties to make their own informed choices			
9. Ability to analyze problems, identify and separate the issues involved, and frame these issues for resolution or decision-making			
10. Ability to deal with strong emotion			
11. Ability to assist the parties to evaluate their options effectively and impartially, in a way that respects the parties' autonomy, using BATNA's and reality checks			
12. Ability to help the parties maintain focus and forward momentum in the mediation			

Part Two: at least 6 of the additional skills rated as Effective

Yes _____

No _____