

MEDIATION AND DISPUTE RESOLUTION | WORKSHEET 1 OF 3

Family Mediation Preparation Workbook

Moves from positions to interests, options, evidence and a realistic agenda.

BEST USED
WHEN

Use this in the two weeks before mediation and update it as disclosure arrives.

ALBERTA LEGAL CHECKPOINT

Mediation is most useful when participation is safe, the necessary facts are available and each person can make an informed choice. In Calgary, Alberta's Family Justice Strategy generally requires an attempt at appropriate dispute resolution before a family court application, subject to exemptions. Reaching a shared idea in mediation is not always the final step; precise written terms and legal advice can prevent a new dispute later.

Primary source: [Alberta: Family Justice Strategy](#)

PREPARED FOR

DATE

1 Complete what you know

2 Mark gaps and assumptions

3 Attach supporting records

THE PRACTICE LENS

Mediation time is expensive when it is spent discovering what the dispute is. We identify the decision, the interest beneath each position, the evidence needed and at least two workable options so the session can be used to negotiate rather than inventory confusion.

A CONCRETE EXAMPLE

"I must keep the house" may mean "the children need school stability" or "I cannot absorb a move this year." Once the interest is named, options can include a delayed sale, temporary possession, a refinance deadline or another nearby home-not only an immediate buyout fight.

Build the agenda

Use one row per issue and identify the source for every important number or date.

Issue	Decision needed	My priority	Information missing
Parenting			
Child support and expenses			
Spousal support			
Property and debt			
Home or business			
Implementation and review			

Interests beneath positions

Use short factual notes. If an answer is uncertain, write what would confirm it.

1. What outcome am I asking for?

2. What need, fear or practical concern sits beneath that position?

3. What might the other person be trying to protect?

4. What objective fact or legal range can test both positions?

5. What trade could satisfy the important interest without adopting the exact demand?

Prepare to decide

Tick completed items. Circle anything that needs a document, follow-up or legal advice.

☐ Identify your preferred result, acceptable range and walk-away concern.

☐ Bring calculations and source documents, not only summaries.

☐ List at least two workable options for each major issue.

☐ Identify who must review tax, pension, valuation or drafting terms.

☐ Plan how any agreement will be documented and made binding.

BRING THIS TO YOUR CONSULTATION

You do not need every blank filled. Mark the three items that matter most, attach the records you relied on and use this handoff to identify the next decision.

STATUS	☐ Ready to discuss ☐ Missing records ☐ Deadline or urgent issue
NEXT REAL DEADLINE	
RECORD OR ANSWER STILL NEEDED	
DECISION I NEED HELP WITH	

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