

**SHARED NEUTRALS
INDIVIDUAL TRAINING & ACTIVITY LOG**

For Calendar Year 200__

I. Mediations – The general expectation is to mediate a minimum of three (3) workplace disputes per year, two (2) of which must be for Shared Neutrals, or alternatively, a minimum of 15 hours in workplace disputes per year, 10 hours of which must be for Shared Neutrals.

____/____ # Shared Neutrals cases/hours mediated (as primary mediator)

____/____ # Shared Neutrals cases/hours mediated (as co-mediator)

____/____ # cases/hours mediated other than Shared Neutrals (please indicate types of disputes and under whose auspices):

II. Training – The general expectation is that you will pursue 15 hours of continuing professional development annually.

<u>Topic</u>	<u>Sponsor</u>	<u># Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Include your attendance at the Shared Neutrals Annual Meeting)

III. Other Shared Neutrals Activities # Hours

Shared Neutrals Board, Committees, or projects
please specify: _____

Participated in Shared Neutrals mentor/mentee program (please specify) _____

Other experience pertinent to your professional development as a mediator
(please specify) _____

? Yes! I want to continue my commitment to participate as a Shared Neutrals mediator.

Name (please print): _____

Signature: _____ Dated: _____

Submit completed form to Shared Neutrals Program Coordinator by January 31 of each year. Failure to do so will result in the mediator being dropped from the Shared Neutrals roster until these reporting requirements are satisfied.

SHARED NEUTRALS

Shared Neutrals Roles for Mentors and Mentees

Partnership

A mentor-mentee relationship is a partnership convened for the purpose of enhancing learning.

Mentor

The role of mentor mediator is to actively assist the mentee mediator to develop his or her own unique potential as a mediator.

The *mentor* mediator will:¹

- ✍ establish trust
- ✍ listen and coach
- ✍ introduce alternatives
- ✍ challenge
- ✍ motivate
- ✍ encourage initiative

Mentee

A mentee mediator has consciously decided to develop his or her mediation skills through the assistance of a mentor.

The *mentee* mediator will:

- ✍ develop learning objectives and establish timeframes for expectations
- ✍ be receptive to mentor's constructive critiques
- ✍ follow through on agreed upon learning activities

Example

Once mentor and mentee have decided to form a partnership, the following might occur:

1. Mentee develops (on his or her own or with mentor) learning objectives
2. Mentor and mentee review objectives and decide on activities designed to achieve the objectives. Observing each other in a mediation, co-mediating together or having the mentee co-mediate with a mediator known to have strong skills in a specific area of interest to the mentee.
3. Discussion and debrief of the learning experiences.
4. Continue cycle of 2 and 3 above until mentor and mentee feel that learning objectives have been achieved.

¹ Cohen, Norman H. *Mentoring Adult Learners, A guide for Educators and Trainers*. Malabar, Florida 1995

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Please return application to:
Karin Waller, Program Coordinator
Federal Building, Room 1776
1220 SW 3rd Avenue
Portland, OR 97204
Email - ofeb@pcez.com

SHARED NEUTRALS

Shared Neutrals Mentor Profile

Name: _____ Date _____

Employment (organization) _____

(Role or title) _____

Describe your experience as a mediator including, length of time as a mediator, approximate number of cases, types of cases, training, course work, etc.

Describe your strengths and challenges as a mediator, including the types of cases you most enjoy (EEO, interpersonal, issue based).

Please describe any geographic preferences or travel limitations that effect your ability to mentor.

What is the average number of Shared Neutrals cases you take in a typical year?

Any other information you would like to include (resume, articles etc.).

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