

WBGR ADR INSTITUTE

ALTERNATIVE DISPUTE RESOLUTION · ESTABLISHED 2026

Facilitative Mediation Training

UNIT 2 · MODULE 3 RECORDING GUIDE

Agenda Building, Issue Spotting and Interest Identification

Slide-by-slide speaking points for recording this single module lecture video.

PROGRAM

Basic 40-Hour Facilitative Mediation Training

Instructor video lecture production guide · speaking points & recording script

UNIT 2: THE MEDIATION PROCESS — RECORDING CONTEXT**Agenda Building, Issue Spotting and Interest Identification**

This module belongs to Unit 2: The Mediation Process. Opening statements, party storytelling, agenda setting, issue identification, and interest-based facilitation.

Before you record

- Record the Unit 2 welcome video and the other modules in this unit in the same session so the unit presents as one continuous lecture series.
- Follow the five-slide rhythm below; record the lecture video beside slide five after delivering the talking points.

UNIT 2 · MODULE 3**Agenda Building, Issue Spotting and Interest Identification**

Build a neutral working agenda from party narratives.

Slide 1 · Training Focus

Frame the module on camera and tell students what they will be able to do. Focus: Build a neutral working agenda from party narratives.

- Convert two stories into a short, neutral agenda of issues.
- Identify at least one interest behind each stated position.
- Use open and clarifying questions to gather information neutrally, never leading the party to an answer.

Slide 2 · Core Talking Points

- A neutral agenda is built from both parties' narratives.
- Issue spotting separates the topics that can be negotiated.
- Interests are the needs underneath stated positions.
- Information gathering is a named skill: open, probing, clarifying, and closed questions surface facts and interests without leading.

Slide 3 · Mediator Language To Model

Demonstrate neutral, facilitative phrasing students can reuse:

- » “It sounds like the things to work through are scheduling, payment, and communication — anything else?”
- » “Underneath that request, what would it give you that matters?”
- » “Let us list the topics neutrally so we can take them one at a time.”
- » “What mattered most to you in that moment?”

Slide 4 · Role-Play Practice

From a short fact pattern, students build a neutral agenda and name the interests behind each item.

Slide 5 » Student Checkpoint & Lecture Video

- Check for understanding: Can students produce a neutral agenda phrased so neither party feels blamed?
- Record the module lecture video here, walking through the talking points beside slide five.
- Remind students the module quiz unlocks after they mark this lecture video reviewed.