

WBGR ADR INSTITUTE

ALTERNATIVE DISPUTE RESOLUTION · ESTABLISHED 2026

Facilitative Mediation Training

UNIT 3 RECORDING GUIDE

Negotiation, Impasse and Agreement Building

Unit header welcome video and module lecture speaking points for on-camera recording.

PROGRAM

Basic 40-Hour Facilitative Mediation Training

Instructor video lecture production guide · speaking points & recording script

UNIT 3 · UNIT HEADER — WELCOME VIDEO**Unit 3: Negotiation, Impasse and Agreement Building**

Option generation, caucus, impasse management, power balancing, and durable settlement drafting.

Slide 1 · Welcome & Training Outcomes

Open the unit on camera: “Welcome to Unit 3, Negotiation, Impasse and Agreement Building.” Orient students to what this unit covers, then state the outcomes.

By the end of this unit, students will be able to:

- Lead interest-based option generation.
- Use caucus and impasse tools transparently.
- Draft durable, measurable settlement agreements.

Slide 2 · Core Concepts

- Option generation expands choices before any option is evaluated.
- Interest-based negotiation focuses on needs rather than fixed positions.
- Caucus is a private, confidential meeting used openly and even-handedly.
- Durable agreements are clear, specific, measurable, and realistic to perform.

Slide 3 · Mediator Behaviors To Model

- Stay neutral while the parties weigh and test their own options.
- Balance participation and use reality-testing without taking sides.
- Capture agreed terms in the parties' own words.

Slide 4 · Student Discussion Prompts

- » Ask: what is the difference between a position and an interest? Give an example.
- » Discuss when a caucus helps and how to keep it fair and transparent.

Slide 5 » Readiness Checkpoint & Welcome Video

- Confirm students understand the unit goals and how the three modules build on each other.
- Record the welcome video here: invite students into the unit, set expectations, and preview the first module.
- Close: “When you are ready, continue to Unit 3, Module 1.”

UNIT 3 · MODULE 1**Generating Options and Interest-Based Negotiation**

Help parties move from fixed positions to practical options.

Slide 1 · Training Focus

Frame the module on camera and tell students what they will be able to do. Focus: Help parties move from fixed positions to practical options.

- Facilitate brainstorming without judging the ideas.
- Connect proposed options back to each party's interests.

Slide 2 - Core Talking Points

- Option generation expands choices before they are evaluated.
- Interest-based negotiation focuses on needs, not fixed positions.
- The mediator stays neutral while the parties weigh options.

Slide 3 - Mediator Language To Model

Demonstrate neutral, facilitative phrasing students can reuse:

- » “Let us list possibilities first and decide later — nothing is committed yet.”
- » “Which of these options comes closest to what you both need?”
- » “How would that idea work for each of you in practice?”

Slide 4 - Role-Play Practice

Students facilitate a two-minute option brainstorm and resist evaluating ideas too early.

Slide 5 » Student Checkpoint & Lecture Video

- Check for understanding: Can students separate generating options from judging them?
- 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.

UNIT 3 - MODULE 2**Managing Emotions, Power Imbalance, Caucus and Impasse**

Use process tools to keep difficult conversations productive.

Slide 1 - Training Focus

Frame the module on camera and tell students what they will be able to do. Focus: Use process tools to keep difficult conversations productive.

- Decide when and how to call a caucus and explain it fairly.
- Apply one impasse-breaking move that keeps the mediator neutral.

Slide 2 - Core Talking Points

- Caucus is a private, confidential meeting used transparently.
- The mediator balances participation without taking sides.
- Impasse tools refocus parties on shared interests and reality-testing.

Slide 3 - Mediator Language To Model

Demonstrate neutral, facilitative phrasing students can reuse:

- » “I am going to meet with each of you privately — it is confidential and I offer it to both sides.”
- » “Let us slow down and look at what each of you most wants to protect.”
- » “If this is not resolved today, what happens for each of you?”

Slide 4 - Role-Play Practice

Role-play an emotional impasse; the mediator uses caucus or reality-testing and the class evaluates neutrality.

Slide 5 » Student Checkpoint & Lecture Video

- Check for understanding: Can students explain a caucus and a reality-test without appearing to take sides?
- 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.

UNIT 3 · MODULE 3**Drafting Durable Settlement Agreements**

Write clear, realistic, measurable agreements.

Slide 1 · Training Focus

Frame the module on camera and tell students what they will be able to do. Focus: Write clear, realistic, measurable agreements.

- Write a term that states who does what, by when, and how it is measured.
- Confirm each clause in the parties' own words before finalizing.

Slide 2 · Core Talking Points

- Durable agreements are clear, specific, and measurable.
- Terms reflect what the parties themselves agreed to.
- Realistic commitments improve the chance of follow-through.

Slide 3 · Mediator Language To Model

Demonstrate neutral, facilitative phrasing students can reuse:

- » “Let us write this so anyone reading it later knows exactly what was agreed.”
- » “Who will do this, by what date, and how will you both know it is done?”
- » “Is this wording something each of you can realistically follow?”

Slide 4 · Role-Play Practice

Students convert a verbal agreement into two or three measurable written terms for peer review.

Slide 5 » Student Checkpoint & Lecture Video

- Check for understanding: Are students' draft terms specific, measurable, and realistic to perform?
- 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.