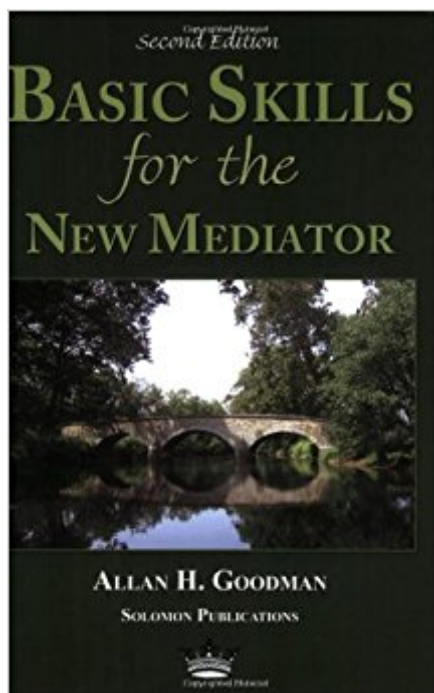


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# Basic Skills For The New Mediator, Second Edition



## Synopsis

This book provides a detailed overview of mediation, from the premediation conference through all stages of the mediation session. It guides the new mediator through the mediation process by answering the one hundred questions most frequently asked by new mediators. The book has been used successfully for self-instruction and as a training manual. Experienced mediators and attorneys who represent clients in mediation will also find this book extremely useful. The Appendix 'Everything You Never Wanted to Know About the Rules of Evidence' is especially valuable for the non-attorney mediator, who must often deal with the evidentiary vocabulary of the legal profession. You will learn to establish your authority as a mediator, schedule the mediation session, deliver the mediator's opening statement, prioritise issues, preside during joint sessions, conduct private caucuses, overcome impasses, identify 'hidden agenda' and 'throwaway' items, deal with parties who lack settlement authority, and aid parties to achieve a viable settlement.

## Book Information

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## Customer Reviews

A methodical introduction . . . provides a detailed outline of what to expect, what to plan for, and possible flash points. -- National Institute for Dispute Resolution News, April, 1997

I wrote Basic Skills for the New Mediator as a "hands-on" book to be used for self-instruction or as training text. When I began serving as a Mediator more than ten years ago, I could not find any practical instruction material such as this. This book is based upon my extensive mediation

experience.

As a mediator for over 20 years, people often come to me for advice on how they can break into the profession. There are 2 things I tell them they must do: 1. Take a mediation course 2. Buy Allen H. Goodman's book. This is a thin book, but gives the beginner just what they need to answer the basic questions. It is written well and very informative. Judge Goodman also has a similar book for Arbitrators I also recommend.

Mr. Goodman's book is the finest quick primer for a new arbitrator I have ever read. For virtually anyone familiar with any type of legal procedure or mediation, the book lays out the differences specific to Arbitration. Mr. Goodman has arranged the book, so that he presents the answers to the 100 most commonly asked questions about Arbitration. The layout that he uses is in order of the Arbitration process, and thus, the questions and answers are in "as needed" sequence. This makes the book a very useful quick reference tool on all the major topics of the process of Arbitration. The book is very highly recommended to attorneys, mediators and other legal professionals as a very compact and explicit guide and quick reference book about the procedures of Arbitration.

First, I was surprised how slim the book was. But after just a few pages I realized the author states things in a very straight-forward, easy to understand format. Yes, you CAN get a lot of info from under 100 pages. I highlighted a lot. I also appreciated there was no "self-glorification" stories aka "Look how brilliant I am." The sample mediator agreement in the appendix was worth the price of the book alone.

I bought this book before I attended a basic mediation class. I loved the format - basically, it asks a question and then answers it point by point. I shared it around the class and everyone thought it was great. It addresses so many things - caucuses, mediation vs. arbitration, and plenty of other questions beginners don't know enough to ask. I wish the same people would publish a how to start your own mediation practice book.

In his book, *Basic Skills of the New Mediator*, Allan Goodman has come up with all the right questions with the best answers for anyone properly preparing for a career as a mediator. Goodman successfully takes the complex process of mediation and in an amazingly simple method of questions and answers teaches his readers how to mediate a case from the beginning to end. If you

were to have only one book to read on Mediation, this book without question is the one. Michael Hackett Human Resource Management Consultant Brentwood Tennessee

Good book but it is lacking of the technique to deal with people who want to settle the issue but insisting to be right by using "for me, this is what I feel and it is for me"

Good companion for the online study course I am taking.

A must read for new arbitrators. I personally benefitted from the tips given in the book.

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