



## SCORE SHEET FOR IMI QAP APPLICANTS

**Applicant's Name/Surname:** \_\_\_\_\_

**Email** \_\_\_\_\_ **Tel** \_\_\_\_\_

**Applicant's self-statement attached: YES / NO**

<b>PART 1 – BASIC ACCREDITATION</b>		
<i>Requirements</i>	<i>Date/Training Institute</i>	<i>Met</i>
Mediation Certificate by International Accreditation organization OR		<b>YES / NO</b>
Accreditation by the Greek Ministry of Justice		<b>YES / NO</b>
<b>APPROVED:</b>		<b>YES / NO</b>
<i>Comment or proposed action:</i>		

<b>PART 2 - MEDIATOR EXPERIENCE</b>		
<i>Requirements</i>	<i>Comments/Description</i>	<i>Met</i>
20 mediations as mediator OR		<b>YES / NO</b>
200h of mediation including:		<b>YES / NO</b>
3 observations of mediations		<b>YES / NO</b>
3 mediations as assistant mediator or co-mediator		<b>YES / NO</b>
4 mediations as advocate		<b>YES / NO</b>
Other		<b>YES / NO</b>
<b>APPROVED:</b>		<b>YES / NO</b>
<i>Comment or proposed action:</i>		

**PART 3 - MEDIATOR KNOWLEDGE**

<i>Requirements</i>	<i>Max. units</i>	<i>Description/Comments</i>	<i>Score</i>
Specializations	150		
ADR point tests	70		
Continuous development programs	20		
Judging	20		
Conferences/Seminars	20		
Publications (articles, book, etc)	20		
Others	20		

**TOTAL SCORE: /320**

*Comment or proposed action:*

## PART 4 - MEDIATOR SKILLS

**Date of the interview:** \_\_\_\_\_

**Name of the external assessor:** \_\_\_\_\_

**Name of the internal assessor:** \_\_\_\_\_

### 1. PLANNING & ORGANIZING SKILLS

<i>Abilities</i>	<i>Maximum score</i>	<i>Comments</i>	<i>Score</i>
Get in touch with the parties & lawyers	10		
Address the enquiries of the parties & lawyers	10		
Adequately explain to both parties & lawyers the mediation process	10		
Obtaining from both parties a note setting out the dispute	10		
Accommodate any special needs of the parties	10		
Organize the venue for the mediation	10		
<b>TOTAL</b>			/60

### 2. PROCESS MANAGEMENT SKILLS

<i>Abilities</i>	<i>Maximum score</i>	<i>Comments</i>	<i>Score</i>
Clearly explain in the opening statement the grounds rules & ensure that parties respect them throughout the process	10		
Maintain an ongoing focus on the key issues of the dispute	10		
Maintain confidentiality at all times	10		
Build trust	10		
Maintain the momentum of the process and overcome impasses	10		
<b>TOTAL</b>			/50

### 3. COMMUNICATION SKILLS

<i>Abilities</i>	<i>Maximum score</i>	<i>Comments</i>	<i>Score</i>
Show good listening skills	10		
Summarize parties' statements	10		
Restructure questions to facilitate answers by the parties	10		
Recognize body language signs	10		
Adapt to inter-cultural situations	10		
Show empathy	10		
Reframe when needed	10		
<b>TOTAL</b>			<b>/70</b>

### 4. CREATIVITY SKILLS

<i>Abilities</i>	<i>Maximum score</i>	<i>Comments</i>	<i>Score</i>
Encourage parties to have a problem-solving mindset	10		
Invite parties to brainstorm for solutions	10		
Invite parties to "be for a moment in the other party's shoes"	10		
Imagine future with or without a solution reached in the mediation	10		
Do the reality test when needed	10		
Find new strategies to avoid impasses	10		
<b>TOTAL</b>			<b>/60</b>

## 5. FACILITATING SKILLS

<i>Abilities</i>	<i>Maximum score</i>	<i>Comments</i>	<i>Score</i>
Develop a productive & positive mediation atmosphere	10		
Treat parties equally	10		
Allocate equal time to both parties	10		
Stand by the parties needs during the process	10		
Move parties from a position viewpoint to an interest viewpoint	10		
Facilitate dialogue and respect parties view	10		
Help parties express their emotions and feelings	10		
Be neutral, impartial & independent throughout the process	10		
Start resolving the simple issues of the dispute and create optimism	10		
<b>TOTAL</b>			<b>/90</b>

## 6. SELF DEVELOPMENT SKILLS

<i>Abilities</i>	<i>Maximum score</i>	<i>Comments</i>	<i>Score</i>
Seek for new opportunities in the mediation field	10		
Seek continuous personal development	10		
Specialize in mediation topics	10		
Study the experiences of other mediators and follow successful patterns	10		
Develop your own personal mediation style	10		
<b>TOTAL</b>			<b>/50</b>

**TOTAL PART 3**

<i>Units</i>	<i>Comments or proposed action</i>	<i>Score</i>
1. Planning & organizing skills		/60
2. Process management skills		/50
3. Communication skills		/70
4. Creativity skills		/60
5. Facilitating skills		/90
6. Self-development skills		/50

**RESULT:**

**/380**

*Comment or proposed action:*

Date :

Assessor(s) :

<b>TOTAL SCORE</b>	
<i>Part</i>	<i>Result</i>
<b>1 Basic accreditation</b>	APPROVED
<b>2 Mediator experience</b>	APPROVED
<b>3 Mediator knowledge</b>	/320
<b>4 Mediator skills</b>	/380
<b>TOTAL</b>	<b>/700</b>

Applicants can score a maximum of 700 units.  
The minimum units required to be an IMI Certified mediator is a total of 500 units with at least 200 units from Part 3.

**IMI CERTIFIED MEDIATOR:    AWARDED    /    NOT AWARDED**

Date :

Signature :

