

## **Preparing the Client and Attorney for Mediation**

- **A Bad Beginning Makes a Bad Ending**
- **Selecting an Appropriate Mediator**
- **Scheduling: Who? – When? – Where?**
- **Preparation: Client, Attorney, Adjuster**
- **Position Statements**
- **Nuts and Bolts of Mediation Process**
- **Caucusing: Pre – During – Post**
- **Client Involvement**
- **Confidential Information**
- **Final Settlement Agreement**
- **Q&A**