

**ACTION PLAN
FOR COORDINATORS OF
PEER MEDIATION PROGRAMS**

This checklist is intended as a guideline to easily facilitate program implementation; it is also developed to help you plan and coordinate a peer mediation program in your school with maximum effectiveness and school community support.

TIMELINE	ACTIVITY	WHO IS RESPONSIBLE	BY WHEN
Initial Action	Engage the support of your school administrator(s).	Coordinator	Within 3-6 Mos. Of Program Implementation
2-3 Weeks (following initial action)	Develop and compile an introductory presentation to school staff on Peer Mediation and positive impact on academics. Use data linking achievement with conflict resolution.		
3 Weeks	Make presentation to school staff and make an initial request for members to serve on Peer Mediation Committee.		
1-2 Weeks	Do individual lobbying for members to participate on the Committee, may also include para-professionals, building services, etc.		
4 - 8 Weeks	<p>Hold first Peer Mediation Committee Meetings. Determine the following:</p> <ul style="list-style-type: none"> • The format and structure of your program <ul style="list-style-type: none"> ○ When will mediations be held ○ Who will supervise ○ Where will mediations be conducted ○ Decide the manner in which requests for mediations will be received • Determine the criteria for mediators • Determine how mediations will be assigned • Determine dates for Peer Mediation Training <ul style="list-style-type: none"> ○ Determine who will do the training (Encourage all committee members to participate in some manner in the training.) • Determine method of program evaluation • Determine method of peer mediation evaluation • Determine method of peer mediation follow-up • Decide on ways to promote the program: <ul style="list-style-type: none"> ○ Initially – How to inform students ○ On-going marketing • Determine method of record-keeping • Complete action plans for each mtg. – assigning tasks to members. 		

TIMELINE	ACTIVITY	WHO IS RESPONSIBLE	BY WHEN
On-going	Committee plans for monthly or periodic Peer Mediator Meetings <ul style="list-style-type: none"> • To include a “skills enhancement” component • To include a practice component 		
4-8 Weeks	Plan to speak at a PTA meeting to inform parents of the Peer Mediation Program; seek parent and/or (PTA) volunteers to help with certain tasks.		
8-12 Weeks	After training and establishment of core group of Peer Mediators, Committee and Mediators determine how to identify mediators, e.g. T-shirts, badges, etc.		
On-going	Develop a strategy to keep school administrator(s) in the loop with periodic updates.		
On-going	Develop a strategy to keep parents and larger community in the loop with periodic updates.		
After program is established	If possible, invite Principal to observe one or two mediations (only with agreement of disputants and mediators) with the understanding that confidentiality will be observed.		
End of School Year	Committee plans for end of the year “thank you” activity for Peer Mediators – include: <ul style="list-style-type: none"> • Certificates • An opportunity for Peer Mediators to evaluate their experiences • An opportunity for Peer Mediators to suggest improvements to the program • Fun stuff! 		

Prepared by: Janice R. McRae, Ph. D.
Faculty, Werner Institute, Creighton University School of Law
Formerly, Counselor/Educator, Montgomery County Public Schools