

MENTORING AGREEMENT

This agreement between the Mentor and the Mentee provides the personal commitment of each part towards the success of the encounter.

THE RELATIONSHIP:

The mentor and mentee agree to enter in to a mentoring relationship

Mentor Commitments

- Be committed, make time for the Mentee, and be organised
- Respect and maintain confidentiality at all times
- Be objective, supportive and honest
- Check progress on actions, goals and objections
- Ensure feedback is both positive and corrective
- Ensure they have the skills, commitment and genuine desire to support the Mentee
- Help the Mentee seek direction and offer encouragement
- Finish each meeting by making a time for the next one and give adequate notice if a meeting is to be postponed

Mentee Commitments

- Accept full responsibility for your own development and actions
- Take the initiative in raising problems and difficulties, however the elementary they may seem
- Discuss the Mentor the type of guidance and comments you find most helpful
- Respond to the arrangement discussed and guidance given by the Mentor
- Keep a brief record of the issues discussed at the meeting
- Identify clear goals and objectives to be worked on
- Maintain confidentiality

Start date: _____ Review date: _____

Mentee name: _____ Mentor name: _____

We have agreed the following goals and guidelines for our mentoring relationship:

Goal	Measure	Due date

The mentor will provide the following: (E.g.: regular feedback / review of documents / non-judgmental advice)

The mentee agrees to: (E.g.: consider all feedback / communicate openly)

Details of meetings: (E.g. phone calls / email / face to face / fortnightly / monthly / at coffee shop / in office)

We agree to follow these guidelines and we commit to a mentoring partnership for the duration of this agreement. We agree to respect the confidentiality of information exchanged as part of our meetings. We understand that we can vary this agreement by mutual consultation at any time.

'NO FAULT' CONCLUSION

Either party has the option of discontinuing the relationship for any reason, express or not. Neither party will hold the other responsible for any outcomes of this relationship.

We agree to the conditions outlined above, which are valid for twelve months from the date below.

Mentee signature _____ Date _____

Mentor signature _____ Date _____