

Mentoring agreement

First meeting aims

- Establish broad goals for the mentoring relationship
- Establish trust, commitment and begin developing rapport
- Understand and agree on roles, responsibilities and processes
- Establish boundaries and ground rules
- Agree to proceed with mentoring relationship by signing this agreement
- Learn more about each other

Complete two copies of this agreement to be retained by each mentoring partner.

Items for Discussion	
Broad Goals: These should be separate from mentee specific goals and therefore more general	
Content: Identify topics which are in and out of scope for meeting	
Duration of Partnership:	<input type="checkbox"/> <input type="checkbox"/> 2 years <input type="checkbox"/> <input type="checkbox"/> 1 year <input type="checkbox"/> <input type="checkbox"/> 6 months <input type="checkbox"/> <input type="checkbox"/> Other
<input type="checkbox"/> <input type="checkbox"/> Confidentiality: Tick to confirm that confidentiality has been discussed <i>(Record any special confidentiality agreements made)</i>	
<input type="checkbox"/> <input type="checkbox"/> Record Keeping: Discuss where confidential information such as goal setting worksheets will be held	

<input type="checkbox"/> <input type="checkbox"/> Roles and Responsibilities: Roles and Responsibilities have been understood and agreed on	
<input type="checkbox"/> <input type="checkbox"/> Honesty and Trust: Honesty and trust have been discussed.	
<input type="checkbox"/> <input type="checkbox"/> Potential Barriers: Consider and discuss any potential barriers to a successful mentoring relationship and possible ways to overcome this	
<input type="checkbox"/> <input type="checkbox"/> Issue Resolution: Process for issue resolution has been discussed and agreed upon	
<input type="checkbox"/> <input type="checkbox"/> Early Exit: Mentoring pairs have agreed on processes for an early exit from the partnership if required	
Meeting Plan	
Frequency Suggest every 6 – 8 weeks	Meeting Length Usually 60 – 80 mins
Venue	
Future Dates	
Cancellation Policy	
Communication between meetings Consider boundaries for acceptable methods and frequency of contact between meetings	
Mentor/Mentees contact details	

Agreement

Mentor

Print Name *Signature* *Date*

Mentor

Print Name *Signature* *Date*

I confirm that I have discussed and understood the terms of this Mentoring Agreement with my mentor/mentee and agree to abide by them. These terms may be reviewed should either of our situations change to enable a new agreement to be made.