

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

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

## 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.*