

# Mentoring Agreement with Guidance

Mentor:

Mentee:

Start Date:

**Anticipated End Date:** *mentoring tends to be a long term commitment (i.e. 1 year or so) both parties can review this; however it is a good idea to be clear of the expected duration at the start.*

**Mentees Goals for the overall Mentoring relationship:** *i.e. the high level objectives e.g. the development of strategic thinking; to develop leadership skills.*

**Success Measures:** *i.e. how will you know the mentoring has been successful? What will have changed / improved as a result? E.g. confidence in leading people through change and improved communication and engagement through change.*

**Ground Rules in the Relationship:** this might include:

**Confidentiality** *applying to both mentor and mentee (e.g., information provided by the mentor/mentee will be treated in complete confidence and will not be discussed outside meetings unless expressly agreed by both parties).*

*A statement about **proactivity**, i.e. that the mentee will and drive (project manage) the relationship.*

*The **scope** of the mentoring (e.g. immediate job, career development, personal development); you may want to be explicit about what is not included.*

**Tracking and review** *of the mentoring against the goals. This may also include reporting back to a third party (if appropriate – this may be more likely to be required where the mentoring is taking place as part of a structured programme).*

**Ethics** – *these might be External e.g. provided by a professional body or Internal i.e. provided by the mentor which tend to be situationally specific. Consider, ‘What do my values tell me about this situation?’*

**Logistics:** *e.g. accessibility and contact between scheduled meetings and whether there are any boundaries to this.*

**Venue:**

**Frequency and Duration of meetings:**

**Roles and Responsibilities:** *i.e. who does what in relation to preparation for meetings, setting the agenda, ensuring the meetings take place, setting goals etc.*