

Ignite Innovation Technology Foundation

Mentor Agreement



It is important at the start of the mentoring relationship that both parties appreciate each other's understanding of what they expect from it and how they anticipate it will proceed. The mentoring agreement can be an invaluable tool as it helps each party clarify and agree their responsibilities and role, as well as gain commitment from all concerned. Research shows that clear contracting is important for people working and relating to each other as well as developing an effective and successful mentoring relationship.

The following checklist of questions is an aid to your initial discussion:

- What outcomes/learning objectives are mentee and mentor aiming for?
- What are the core topics we want to discuss?
- What is the mentor responsible for?
- What is the mentee responsible for?
- What are the boundaries of confidentiality in our mentoring relationship?
- How often do we meet and who takes primary responsibility?
- How long are the sessions likely to be?
- Where are we going to meet?
- Who will arrange room bookings?
- What are the arrangements for cancellations?
- How are the agenda and learning goals set?
- What about contact between sessions? What format will this take?
- What involvement or expectations (if any) do any third parties have of the mentoring relationship?
- How are we going to record key outcomes and learning?
- How will we know if things are going well?
- How often do we review our progress to make sure the mentoring is effective?
- What will we do if things are not going well? How will we end the relationship if either party thinks it is not working out?
- How will we close the mentoring relationship after a successful outcome?

The format of the mentoring agreement can be adapted for your individual needs. The agreement should be completed by the mentee as this increases ownership of the mentoring process and agreed goals. The mentee and mentor should each have a signed copy.

MENTORING AGREEMENT

<p>Responsibilities/commitment</p>	
<p>Meeting logistics where, when, how often, length etc</p>	
<p>Contact between meetings</p>	
<p>Boundaries of confidentiality</p>	
<p>Learning objectives - Mentee</p>	
<p>Learning objectives - Mentor</p>	
<p>Success criteria</p>	
<p>Reviewing the relationship how and how often</p>	

<p>Mentee</p>	<p>Date:</p>
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<p>Mentor</p>	<p>Date:</p>
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