

Mentoring Agreement Template

This template has been designed to provide chapters with a firm basis on which to build their mentoring agreement. It should be adapted to ensure that any country-specific requirements (legal or otherwise) are included.

Mentor:	
Mentee:	
Agreement Date:	

Overview

This agreement is to establish how we will conduct our mentoring relationship. It outlines our roles as mentors and mentees, along with our goals. It also outlines our expectations, communication style, schedule, and what will be considered confidential during our conversations.

Roles and Responsibilities

Mentor's Responsibilities:	Mentee's Responsibilities:

Goals

Mentor's Goals:	Mentee's Goals:

Expectations for the Mentoring Relationship

As a mentor, I expect you as a mentee to listen and ask questions as much as possible to gain clarity. I also expect that you, as the mentee, will communicate openly about any issues as they come up.

As a mentee, I expect you as a mentor to share guidance and knowledge so that I may learn. By the end of our experience, I hope to have gained knowledge and understanding of *[Insert topic]*.

[Include any other expectations]

Communication

We agree to communicate openly and honestly. Meetings will occur *[virtually/physically]* at *[insert location/platform to be used]*. Outside of planned sessions, we will talk via *[insert preferred method of communication, e.g., phone, email, WhatsApp]*. If possible, we will avoid using *[insert any methods you **do not** wish to use]*.

Schedule

We will meet *[insert meeting frequency and time]*. Sessions will occur at *[insert location/platform to be used]*. We will schedule all meetings in advance using *[include preferred calendar, e.g., outlook, google]*. Two days before each session, the mentee agrees to send an agenda of discussion topics.

Confidentiality

The contents of our discussions will be considered confidential. This includes discussions about workplace performance, managers, leadership, and personal information. However, confidentiality will not be maintained in instances where either party discloses information about illicit activity that has occurred or may occur or where there is a risk of harm or danger to yourself or others.

Duration

We will meet *[Insert frequency of meetings]* for a duration of *[insert intended duration of mentoring relationship]*. Each session will be *[Insert length of session]*. This will give us a total of *[Insert number of sessions]* sessions at *[Insert total number of hours]* hours total. We may either end the agreement or extend the agreement at any time.

Signatures

I agree to abide by this agreement and the *[Insert Chapter name]* Mentoring Code of Conduct.

Mentor's Signature:

Mentee's Signature:

Please adapt this agreement to meet your requirements, ensuring all relevant details are included and accurately represented.