Mentoring Agreement

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| **Mentoring Partnership Agreement** |
| Mentee name: |
| Mentee position: |
| Mentor name: |
| Mentor position: |

**We are voluntarily entering into a mentoring partnership**

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| **Meetings** | |
| Commencement of partnership |  |
| Review date of mentoring arrangement (annual) |  |
| What is the purpose of the meetings? |  |
| Frequency of meetings |  |
| Duration and location of meetings |  |
| Who is responsible for scheduling meetings? |  |
| How will unplanned changes be handled? |  |
| **Expectations** | |
| What type of assistance does the Mentee need from the Mentor? |  |
| Are there any topics of interest? |  |
| What are the ground rules for our discussion? (e.g. openness, confidentiality) |  |
| If problems arise, how will they be resolved? |  |
| Are there any topics “off limits”? |  |
| If problems arise, how will they be resolved? |  |
| Any additional areas/issues we need to discuss? |  |
| **Action Plan** |  |
| What is the desired outcome of our Mentoring partnership? |  |
| List key areas and agreed actions to focus on throughout the Mentoring partnership. |  |

We agree that anything discussed in these meetings will remain confidential unless otherwise agreed.

**Mentee signature/date: Mentor signature/date:**

Mentoring Meeting Discussion Sheet

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| Mentee name: |
| Mentor name: |
| Date of discussion |

Thinking / discussion points:

* Review work experiences since the last meeting.
* Reflect on what was valuable from the last meeting.
* Provide an overview of actions taken including successes and learnings since the last meeting.
* Discuss goals you have been working on. Challenges encountered.
* Any new learning needs identified.
* What actions will you take forward.

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| **Discussion notes and outcomes** |
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| **Agreed Actions** |
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