



Mentoring Agreement

Purpose

The Mentoring Agreement is created to ensure a positive mentoring relationship for both parties and to develop a mutual understanding of expectations. To ensure this is a rich and rewarding experience this contract will help outline the expectations and further develop the mentor action plan.

Mentee Information	
Name	
Title	
Email	
Phone #	

Mentor Information	
Name	
Title	
Email	
Phone #	

As a mentee, I agree to do the following:

1. Meet regularly with my mentor and maintain frequent communication.
2. Look for multiple opportunities and experiences to enhance my learning.
3. Review my progress and adjust my contract as I work towards my identified goals.
4. Responsible for running agenda of meeting and be prepared
5. I will be open to feedback and critiques
5. Maintain confidentiality of our relationship.

As a mentor, I agree to do the following:

1. Serve as a mentor and provide guidance, oversight, and encouragement.
2. Provide feedback regarding their mentorship contract, progress, and experience
3. Meet in person or communicate regularly with my mentee to review their progress and help them work toward identified goals.
4. Maintain confidentiality of our relationship

Meeting agreement:

1. What is the time frame of our mentorship, 6 months or one year?

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2. How frequent do we plan on meeting and how much time needs to be block off for our meeting?

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3. Where do we plan on holding our meetings?

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4. If anyone needs to cancel a meeting, what is the protocol we will follow?

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Acknowledgement

We acknowledge that personal and professional confidences will be treated as such and that we will work to maintain a relationship built on mutual trust, respect, and confidentiality.

Mentee's Signature	Date:
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Mentor's Signature	Date:
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