MENTORING

AGREEMENT

It is important that the mentor and mentee discuss set of rules, goals and practices at the beginning of the mentoring relationship. Mutually agreed goals and practices support a productive mentoring process.

RULES

* When your mentoring relationship begins, discuss how you will work and communicate.
* Agreeing a shared set of rules helps you work well together and avoid any conflicts and problems.
* **Agree at least the following:**
* the number, duration and frequency of meetings
* the place and method (face-to-face or remotely) of meetings
* how to agree meetings and cancel them if necessary
* how and when to contact each other
* confidentiality
* any disruptions and how to react to them

GOALS

* When your mentoring relationship begins, define goals for your relationship.
* In addition, a few separate goals could be set for each meeting.
* During each meeting, agree goals for the next meeting. What must the mentee do before the next meeting, or what will you do together the next time you meet?
* It is useful to write down all the goals, both large and small.
* This supports engagement.

**EXAMPLES OF GOALS**

* **Main goals for the process**: clarifying the future in terms of the career, building networks
* **Goals for the next meeting:** writing a CV or job application, contacting an interesting company, identifying career opportunities or preparing a plan

GETTING STARTED

**Mentee’s name:**

**Mentor’s name:**

**Date:**

**Goal:**

* Actions:

**Goal:**

* Actions:

**Goal:**

* Actions:

**Confidentiality** (What can we tell others about our discussions?)

**Schedule & place of meetings** (How often do we meet and where?)

**Contacting** (How do we maintain contact and how often? For example, email, WhatsApp, text messages, calls)