

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.

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

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

GETTING STARTED

Mentee's name:

Mentor's name:

Date:

Goal:

→ Actions:

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Goal:

→ Actions:

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Goal:

→ Actions:

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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)