

Mentoring Agreement Form

(To be completed by the mentor and mentee together)

Mentor: _____

Mentee: _____

1. Roles and responsibilities:

a. Mentor

- Provide guidance, support, and advice to the mentee.
- Share knowledge, expertise, and experience to foster learning.
- Assist the mentee in setting and achieving personal and professional goals.
- Actively listen and offer constructive feedback to promote growth.
- Encourage self-reflection and continuous development.
- Create a mentoring environment built on trust, support, and accountability.
- Maintain confidentiality regarding any personal and professional matters shared.
- Communicate promptly if the mentoring relationship is not the right fit.

b. Mentee

- Approach the mentoring relationship with openness to learning and personal development.
- Set the agenda and define clear goals and objectives for growth.
- Seek guidance and actively engage in discussions and mentoring activities.
- Be receptive to feedback and take actionable steps based on constructive advice.
- Respect the mentor's time, expertise, and commitments.
- Foster a mentoring environment built on trust, support, and accountability.
- Maintain confidentiality regarding any personal and professional matters shared.
- Communicate promptly if the mentoring relationship is not the right fit.

2. Meetings:

- a. Mentoring meetings will occur _____.
- b. The mentee will coordinate and schedule meetings, providing the agenda in advance.
- c. Meetings will be held [in-person, virtual, phone calls, or a combination].
- d. The duration of each meeting will last approximately _____.
- e. Both mentor and mentee agree to provide at least 24 hours' notice for cancellations, except in emergencies.

3. Communication:

- a. The mentor and mentee agree to communicate between meetings as needed, focusing on goal progress, resource sharing, and addressing concerns.
- b. The preferred method of communication is _____.
- c. Both parties will strive to respond within a reasonable timeframe unless urgent.
- d. The mentor and mentee will respect personal boundaries and availability outside of scheduled meetings.

4. Duration:

- a. The mentoring relationship will last for _____, with an opportunity for discussion about extending if needed.
- b. At the end of the specified duration, the mentor and mentee will evaluate the process and determine the next steps.
- c. If the mentoring relationship is not formally extended, both parties may choose to maintain informal professional connections as appropriate.

5. Mentoring Action Plan:

- a. Both the mentor and mentee agree to collaboratively complete and execute the mentoring action plan. This includes setting specific goals, outlining key milestones, and actively working toward achieving the agreed-upon objectives.
- b. Both parties will review progress regularly and adjust as necessary to ensure the success of the mentoring relationship.

6. Evaluation and Feedback: The mentor and mentee will provide periodic feedback on the mentoring relationship to assess progress and make any necessary adjustments.

7. Early Termination:

- a. The mentor and mentee are committed to open and honest communication and will make every effort to resolve conflicts as they arise.
- b. If either the mentor or mentee chooses to end the relationship before the agreed-upon timeframe, their decision will be respected, and closure will be communicated professionally.

8. Agreement: By signing below, the mentor and mentee acknowledge that they have read, understood, and agreed to the terms and conditions of this mentoring agreement.

Mentor's signature: _____ Date : _____

Mentee's signature: _____ Date: _____

NOTE: The above is just a sample mentoring agreement, which you should tailor to your specific mentoring relationship's needs and goals