**MENTORING AGREEMENT**

This agreement is between:

 Mentor Start Date

 Mentee End Date \_

**Process**

Normally, the mentoring partnership will proceed as follows:

* Mentor and Mentee will meet once a month for approximately one hour for 12 months.
* Ideally the first meeting should take place two to four weeks after the mentor-mentee training is complete.
* The mentoring agreement and boundaries should be discussed at this meeting.
* Dates and venue/mode of communication to be mutually agreed and both parties agree to give at least 48 hours’ notice of cancellation or rescheduling, unless due to illness.

**No-Fault Termination**

We are committed to open and honest communication in our partnership. We will discuss and attempt to resolve any conflicts or issues as they arise. However, if one of us needs to terminate the relationship for any reason, we agree to abide by one another’s decision.

**Confidentiality**

While this is an informal and voluntary partnership, the bounds of confidentiality should be clearly agreed and articulated at the first meeting. Usually, mentoring conversations are confidential unless there is an issue relating to personal safety or legality.

**Roles and Responsibilities**

We both agree to regular contact as agreed and commit to the responsibilities outlines below:

| The Mentee will: | The Mentor will: |
| --- | --- |
| * e responsible for making arrangements, booking an appropriate venue and setting the agenda for each meeting.
* Engage in the process and notify the

Mentor of the meeting agenda in good time.* Not ask the Mentor to act on their

behalf in any capacity outside of the mentoring partnership.* Set specific SMART goals to be achieved during the mentoring partnership.
* Accept the Mentor feedback in an open and positive manner.
* Review the effectiveness of each meeting and discuss with the mentor if there is anything that is particularly effective or that could work better if done differently.
 | * Protect the required time and be available as agreed, giving the Mentee their undivided attention for the duration of the meeting which will normally be 1 hour.
* Not discuss the contents of the

meeting without consent with any other party unless they have serious urgent concerns about the safety or legality of the mentee.* Give honest feedback in a constructive and respectful way.
* Act in accordance with best practice throughout the mentoring partnership.
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**SMART Goals**

The Mentee has set out the following SMART (Specific, Measurable, Achievable, Realistic, Time-bound) goals for this partnership:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Mentor Date

Signed Mentee Date