Logo, company name

Description automatically generated**Mentoring Agreement**

A mentoring agreement serves as the foundation for the mentoring relationship by establishing expectations and positioning the Mentee and Mentor for success. Mentors and Mentees are encouraged to complete the mentorship agreement together during their first meeting.

**Goal**

The Mentee and Mentor commit to developing an action plan to help the Mentee achieve the following goal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expectations**

To help ensure a productive mentoring relationship, the Mentee and Mentor agree to the below.

|  |  |
| --- | --- |
| **The Mentee agrees to:** | **The Mentor agrees to:** |
| * Work with the Mentor to develop and execute a Mentoring Action Plan to support the achievement of the Mentee’s goal. * Take responsibility for the logistics of meetings between the Mentor and Mentee, including the scheduling of meetings, securing a venue to meet, or providing video conference login information. * Provide the Mentor with a meeting agenda and any relevant documentation a minimum of \_\_\_\_ days prior to scheduled meetings to allow the Mentor adequate time to prepare. * Seek and welcome feedback and constructive criticism. | * Work with the Mentee to develop a Mentoring Action Plan to support the achievement of the Mentee’s goal. * Provide guidance, encouragement, feedback, and constructive criticism. * Review agendas and any relevant documentation provided by the Mentee in advance of scheduled meetings. * Help the Mentee find additional mentorship, sponsorship, or resources to support the achievement of the goal, if needed. |

**Meetings and Communications**

The Mentor and Mentee will meet  weekly  monthly  other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Meetings will last a minimum of \_\_\_\_ minutes and a maximum of \_\_\_ minutes and will take place  in person  via video conferencing  via phone  other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Both parties agree to be respectful of each other’s time. In the event that a meeting needs to be canceled or rescheduled, parties will provide a minimum of 24 hours’ notice, except in the event of unforeseen circumstances.

The Mentor is  willing unwilling to communicate with the Mentee between scheduled meetings via  phone  e-mail  text message  other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Mentee will provide the Mentor with progress reporting  weekly  monthly  other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  during scheduled meetings  via e-mail  other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Confidentiality**

Information and content shared within the confines of the mentoring relationship shall be considered confidential, except when agreed to by both parties or when the confidentiality presents a legal or safety issue.

**Duration**

The mentoring relationship will remain in effect until it has reached its natural conclusion with the completion of the Mentorship Action Plan. The Mentor estimates the duration of this relationship to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; however, the timing may be reassessed as needed throughout the mentoring relationship.

Should the mentoring relationship become unproductive, either party may opt to end the relationship before its natural conclusion without questions or assignment of blame.

|  |  |
| --- | --- |
| Mentee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Mentor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_ |

**Contact Information**

Mentee Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_