

Mentoring Agreement

Intentionality, Transparency and Accountability

Successful mentoring relationships are based on a foundation of trust with a mutual desire to learn, grow, and achieve goals. This requires intentionality, transparency, and accountability. Both parties must be intentional in developing and growing the relationship, transparent in communication, and be willing to hold each other accountable. In order to get the greatest benefit out of your mentoring experience, please use this agreement to discuss your respective goals and expectations.

Goals

What are your goals for the mentorship?

Mentee's goals:

Mentor's goals:

Intentionality

Mentor:

This is how I envision my role and how I will demonstrate intentionality:

My responsibilities include listening and asking questions to seek understanding; helping set/track/adjust goals; making introductions to others in my network; providing encouragement; giving honest feedback; holding mentee accountable to agreed upon goals and expectations; making the mentorship a priority.

What do I expect of my mentee:

Mentee:

This is how I envision my role and how I will demonstrate intentionality:

My responsibilities include demonstrating initiative by scheduling monthly meetings and sending topics to mentor in advance; following through on suggestions and actions requested by my mentor; holding mentor accountable to agreed upon goals and expectations; making the mentorship a priority.

What do I expect of my mentor:

Meeting Expectations

How often will we meet (minimum once a month with email, phone or text contact in between meetings)?

If possible, identify a specific day and time of the month and put on the calendar for the year; e.g. first Monday of the month at 5:00. Or, schedule your next month's meeting at the end of your current meeting.

Where should we to meet? Select a location that will work for both, and be flexible.

If one of us cannot make it to a scheduled meeting, how will we contact each other (phone call, text, email)? We will let the other know at least 24 hours in advance of the meeting.

Communication Expectations

In between meetings, what is the preferred method of communication? (phone, email, text):

When is the best time to reach each other? (weekdays or weekends, AM or PM):

If an email, text, or voicemail is received, we commit to respond to each other **same day or within 24 hours**.

We will respect each other and honor the confidentiality of our conversations. Discuss ground rules for confidentiality and any topic areas you prefer not to discuss.

By signing the Mentoring Agreement, we each agree to be intentional in all areas, make the mentorship a priority, respond within 24 hours to all communication, hold each other accountable, share openly and honestly, and honor confidentiality.

Mentee Signature and date

Mentor Signature and date

Please retain and review this document mid-year to assess goals and revise as needed.