

Mentoring Agreement | Example



(Mentee) I agree:

- To work with my mentor to identify what I would like to achieve in terms of my personal, academic or professional development
- To work towards achieving my goals, with the support of my mentor
- To take responsibility in managing the mentoring relationship
- To look for multiple opportunities and experiences to enhance my learning
- Meet regularly with my mentor and maintain frequent communication
- To always turn up for scheduled sessions on time
- To give my mentor as much notice as I can, if I have to cancel or reschedule a session
- To treat my mentor with respect at all times

(Mentor) I agree:

- To work with my mentee to identify goals and actions needed to support their personal, academic or professional development
- To provide guidance, oversight, and encouragement
- To provide feedback regarding their mentorship contract, progress, and experience
- To meet regularly with my mentee and maintain frequent communication
- To be supportive of my mentee and agree clear and realistic goals
- To ask the mentorship team for additional support or guidance when needed
- To treat my mentee with respect at all times

We both understand that...

- We will be bound by the Code of Conduct used by the At The Heart mentorship scheme
- We must show our full commitment, in our respective roles, to the programme to gain the most from it.
- If either party wishes to leave the mentorship scheme before the end of the programme they must advise the mentorship team. This is a friendly, but professional relationship
- We will be expected to schedule and attend structured sessions at least once a month
- We are required to complete review surveys at three month and six month check-points
- Absolutely no money or commercial interest should be involved, this includes lending or borrowing
- We agree to respect each other's privacy and understand that all information disclosed during mentoring sessions will be kept confidential unless issues are raised with the mentorship team or there are concerns about well-being/safety
- We will be committed, motivated, punctual, honest with each other and ourselves, open to ideas, and tolerant We will take responsibility in progressing the mentoring relationship, and agreed action plans

Mentor:

Print Name

Signature

Date

Mentee:

Print Name

Signature

Date