 **Outline Mentoring Agreement**

This mentoring agreement aims to set out some key expectations, so that both the mentor and mentee are aware of their individual responsibilities to achieving an effective mentoring relationship.

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| Mentor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I agree to:* Fully commit to the relationship.
* Remain objective and non-judgemental
* Deliver constructive feedback
* Support and encourage
* Be honest and respectful
* Uphold confidentiality
* Ask open questions
* Listen – allow the mentee to explore their thoughts openly
* Make time for the sessions
* Anything else?
 | Mentee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I agree to:* Fully commit to the relationship
* Open to new ideas which may challenge my thinking
* Be honest and respectful
* Listen with an open mind and ask questions to mentor
* Uphold confidentiality
* Make time for the sessions
* Be proactive in preparing for sessions
* Follow up on agreements and commitments made
* Anything else?
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**Schedule:** We will meet at pre-agreed times/dates/locations that are mutually convenient;

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| --- | --- | --- | --- | --- |
| **Duration of session** | **Number of sessions** | **Frequency** | **Location(s)** | **Start date****Review dates** |
|  |  |  |  |  |

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| **Key agreed development objectives:** |
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| **Evidence of goals being achieved:** |
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| **Any other considerations?** |
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**Signatures:** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mentee**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_