

# TEMPLATE MENTORING AGREEMENT

To get the most out of your mentoring experience, you should talk about the expectations and goals that you and your mentor have for the mentoring relationship.

Use this template to create a mentoring agreement with your mentee.

### Agree on Expectations: How will the relationship work?

- Meeting together: What works best? Will we meet:
  - In-person
  - Phone
  - Email
  - Other:
- In general, how often would we like to meet/interact (e.g., once per week, every other week, etc.)? Renegotiate as needed.
- If a text message, email or voicemail is received, we will get back to each other within:
  - 12 hours
  - 1-2 days
  - Other
- If we can't make an expected meeting/interaction, how will we get in touch?

### Agree on goals: what do you hope to gain from the relationship?

- What are the mentee's goals for this mentoring relationship? What are the 3 things the mentee would like to learn or develop as a result of interacting with your mentor?

Mentee's Goals:	
1st Goal	
2nd Goal	
3rd Goal	

2. What are the mentor's goals for this relationship? What would you like to share with or impart to your mentee?

Mentor's Goals:	
1st Goal	
2nd Goal	

3. What actions can you both take to achieve these goals?

**Agree on privacy, confidentiality and trust:**

1. We both agree to protect each other's privacy and abide by the boundaries of the mentoring relationship.
2. We both agree to abide by and appreciate that our conversations are confidential.
3. We agree that if either of us wishes to leave the program early, we must advise the program coordinator.

**Goal setting (see goal setting document)**

**Purpose of goal setting:**

Setting goals will help you strive to achieve. Although goal setting is often challenging, it will increase efficiency and effectiveness in your mentoring relationship.

Goals are important because they:

- Guide and direct behavior
- Provide clarity
- Reflect what the goal setters consider important
- Help improve performance
- Increase the motivation to succeed
- Instill pride and satisfaction in achievements
- Provide challenges and standards
- Bolster self-confidence and decrease negative attitudes