



[UNCLASSIFIED]

# Mentoring Agreement

Between: \_\_\_\_\_ (mentee) and \_\_\_\_\_ (mentor)

Start date: \_\_/\_\_/\_\_\_\_

1. How long will the mentoring relationship last? – <i>Choose an end date that works for your workload and other pressures, and will give you enough time to learn.</i>
2. What's your timetable for meetings? <i>Think about their frequency; duration; time of day; venue.</i>
3. What kind of issues, tasks or projects you would like to talk about? What are your general objectives?
4. What kind of contact will you have in between meetings? <i>How often will you check in- and how? eg, phone or email?</i>
5. How will you give each other feedback on how well the mentoring is working?
6. What are the right boundaries for this relationship? What content and things are you both prepared to discuss? <i>Would you be comfortable talking about personal issues or just work-related ones? How informal or formal would you like the relationship to be?</i>
7. How will you maintain confidentiality? <i>Discuss your interpretations of what this means for both of you and agree parameters for the mentoring relationship</i>
8. What do you want others to know about your mentoring partnership? <i>Is this something you want to share in your development plans or more widely- or is it something you want to work on quietly?</i>
9. What are the opt-out procedures either of us can use if one of us does not wish to continue? eg, a “no blame, no explanation” conclusion to this relationship on good terms if either party requests it.

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