

# Mentoring Agreement

Mentee name:		Mentor name:	
Mentee signature:		Mentor signature:	
Date:		Date:	

<b>Mentee: Aims and desired outcomes (these may change over time)</b> <i>The main aims are:</i>  <i>Positive results will be seen by/through:</i>
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<b>Mentee: commitment on how actions will be taken forward and method for review</b> <i>For example, actions will be captured by the mentee and fed back at the start of each session.</i>
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<b>Mentee and mentor: preferred style and method of communication</b> <i>For example, the mentee appreciates a mix of mentoring and coaching and will be open to all feedback. The mentor is keen to keep the relationship open and less formal, ensuring the mentee feels comfortable to be open and knows no question is a silly question!</i>
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<b>Mentor and mentor: agreed approach to confidentiality and openness of the conversation</b> <i>For example, no subjects are off limits and total confidentiality if given by both parties. If there are any subjects where help is needed but the mentor is unable to guide, they may recommend an alternative support.</i>
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<b>Mentor and mentee: frequency and duration of meetings, scheduling and suggested end date</b> <i>Example: Initially, we will meet for two hours once a month for a three-month period and the mentee will set up the dates. At the end of this three-month period we will review the mentoring relationship, the length and frequency of meetings and the topics covered. Either of us can request interim catch ups. At this stage we believe the mentoring will last for 8 sessions.</i>
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**NB Please ensure the mentee and mentor have a copy for their records, and a copy is issued in confidence to <enter name here>, securely following GDPR standards and guidance.**