

This agreement exists to set your mentoring relationship up for success.

Document the who, how, why, and what of your mentoring plan early so you can get down to enjoying the reciprocal and potentially career-changing relationship with a new connection.

The full agreement and the fields are optional, but we recommend defining what success looks like upfront, so you can keep moving towards it together.

THE ADMIN

Frequency of Communication

How often do you commit to communicate?
(e.g. fortnightly, monthly, quarterly)

Type of Communication

Are you keen to always catch-up in person? How can you best use Mentorloop to manage online communications? Which communications apps do you prefer to use?

Recording of Communication

Who is in charge of sharing notes & next steps after each catch-up?
(We recommend the mentee drives the agenda, but every relationship is different.) Who will update statuses in Mentorloop?

THE GOOD STUFF

Mentee Goals

As the mentee, why did you join this mentoring program and what are the top 3 things you hope to achieve?

TIP: Set up tasks in Mentorloop to guide you in this.

Mentor Goals

As the mentor, why did you opt in for this mentoring program, and what are the top 3 things you hope to achieve?

Expectation of Achievement

How do you expect to work together to achieve these goals?
How will you monitor and share your progress through Mentorloop?

THE Ts & Cs

Confidentiality

We agree that any sensitive issues that we discuss will be held in confidence. We will define what fits this definition as our relationship grows and will always flag with each other where a particular subject matter is sensitive.

SIGNED:

MENTEE

Name:

Date:

Signature:

MENTOR

Name:

Date:

Signature: