

MENTORING AGREEMENT

- 1) **Mentoring Partnership Goals:** As a result of working with a mentor, I would like to accomplish the following three goals (you may want to copy these from your original application unless they've changed):

- 2) Meetings will occur at the following **intervals:**

- Weekly
- Twice a Month
- Other (please complete box below)

- 3) Meetings will be conducted in the following **manner:**

- Face-to-Face
- Video Conferencing
- Phone
- Other (please complete box below)

4) Meetings will be the following **duration**:

30 minutes

45 minutes

60 minutes

Other (please complete box below)

5) We will deal with **geographical differences** in the following manner:

6) Will honor the following **confidentiality agreement**:

7) **We agree that this is a volunteer partnership.** We agree that either party can withdraw from the partnership if the needs of either party aren't being met or there is a lack of commitment or compatibility of goals. We will conclude the partnership in the following manner.

SAMPLE MEETING AGENDA

It is helpful to not only have a regular day and time for the mentoring session, but also to have a consistent format so that both parties know what to expect. Below is a sample agenda to guide your time together.

- 1) **Warm-up and check-in:** Assess the general mood / state of mind of both the mentor and mentee. What is happening right now and how can both be present in this session regardless of present circumstances? This is important to establish a baseline, but it should not necessarily become the focus of the session. It might also be something that's fun / personal and creates a clear break from the working environment.
- 2) **Check on action progress since last session:** What were the results of taking a particular action. What has the mentee learned? What went well? What could have been done differently?
- 3) **Make a challenge list for the current session:** The mentee should be able to name 1-3 items that they want to discuss in the session. Ideally, they have sent these challenges / priorities before the session. They may choose something from their original goals or build on lessons learned in completing a previous action or reflecting on a previous session.
- 4) **Identify solutions for addressing those challenges:** Talk about potential ways of resolving the challenges and action items to take immediate steps.
- 5) **Prioritize the actions to take between now and the next session:** If possible, narrow them to no more than three, if possible, and make them specific and realistic.

This format is not prescriptive and you may come up with your own structure in order to address and advance your goals and priorities.