



First meeting aims

- Establish broad goals for the mentoring relationship
- Establish trust, commitment and begin developing rapport
- Understand and agree on roles, responsibilities and processes
- Establish boundaries and ground rules
- Agree to proceed with mentoring relationship by signing this agreement
- Learn more about each other

Complete two copies of this agreement to be retained by each mentoring partner.

Items for Discussion and Agreement	
Broad goals	<i>These should be separate from mentee specific goals and therefore more general</i>
Content	<i>Identify topics which are in and out of scope for meetings</i>
Duration of partnership	2 years 1 year 6 months Other -
Confidentiality	<input type="checkbox"/> <i>Tick to confirm that confidentiality has been discussed.</i>
<i>Record any special confidentiality agreements made</i>	
Record keeping	<input type="checkbox"/> <i>Discuss where confidential information such as goal setting worksheets, will be held.</i>

Roles and responsibilities	<input type="checkbox"/>	<i>Roles and responsibilities are understood and have been agreed upon.</i>
Honesty and trust	<input type="checkbox"/>	<i>Honesty and trust have been discussed</i>
Potential barriers	<input type="checkbox"/>	<i>Consider and discuss any potential barriers to a successful mentoring relationship and possible ways to overcome them.</i>
Issue resolution	<input type="checkbox"/>	<i>Process for issue resolution has been discussed and agreed upon.</i>
Early exit	<input type="checkbox"/>	<i>Mentoring pairs have agreed on processes for an early exit from the partnership if required.</i>
Meeting Plan		
Frequency <i>Suggest every 6 – 8 weeks</i>		Meeting Length <i>Usually 60 – 80 mins</i>
Venue		
Future dates		
Cancellation policy		
Communication between meetings	<i>Consider boundaries for acceptable methods and frequency of contact between meetings</i>	
Mentor/mentees contact details		

Agreement

Mentor

.....
Print name

.....
Signature

.....
Date

Mentee

.....
Print name

.....
Signature

.....
Date

I confirm that I have discussed and understood the terms of this Mentoring Agreement with my mentor/mentee and agree to abide by them. These terms may be reviewed should either of our situations change to enable a new agreement to be made.