

Mentoring Agreement

Instructions for the program manager

The purpose of this form is for a mentee and mentor to discuss how their mentoring relationship will work: their goals, each person's role, and the ways in which they will interact. It is helpful when starting off to have clarity around the purpose, goals, and logistics of the relationship. The sample form below contains some of the key questions that will help to give that clarity and set expectations.

In addition to the information in this document, it is possible that your participants may benefit from answering additional questions or providing additional information. Depending on your program or organizational culture, here are some options (we don't suggest implementing all of them! Keep in mind that the more complex you make this task, the less participation you will get):

- Trainings to attend
- Articles to read
- Who will make an agenda for each meeting and take notes
- Sharing the mentees' future goals and how the mentor can assist them in those goals
- Mutual expectations
- Deliverables, such as surveys, reports, or resumes

Please note that the template below can also be implemented on the Xinspire platform as a form, if so desired. Feel free to reach out to the Xinspire Support Team at support@xinspire.com if you have any questions.

Happy Mentoring!

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Mentor Information

Name: _____

Email: _____

Phone: _____

Mentee Information

Name: _____

Email: _____

Phone: _____

As a **Mentor**, my role is:

As a **Mentee**, my role is:

Our goals in our mentoring relationship are

1. _____
2. _____
3. _____

Expectations

Length: Our mentoring relationship will last for _____
E.g., 6 months or 1 year

Frequency: We will meet _____
E.g., weekly or twice a month

Meetings: Our meetings will last _____
E.g., at least 30 minutes, 30-60 minutes, less than an hour, etc.

The partner responsible for setting the meetings will be the mentee / mentor
circle one

We will meet...

check all the options you are likely to use

- In person
- Over video using _____
Enter a video service like Hangouts or Zoom
- Over the phone
- Other _____

We commit to the following guidelines for our communication and interaction

Examples:

- Responding to communication within 24 hours
- Confidentiality
- Boundaries
- Offering and receiving feedback
- Assuming best intentions

1. _____

2. _____

3. _____

4. _____

5. _____