



## EXERCISE

# Mentoring Agreement

**Directions:** *This form is designed to assist you in establishing and defining the parameters of your mentoring relationship. Discuss the topics with each other, and write a tentative agreement. Remember, the two of you can update and modify your agreement throughout your partnership.*

This agreement will cover the period from: \_\_\_\_\_ to \_\_\_\_\_

Mentee: \_\_\_\_\_ Phones \_\_\_\_\_ E-mail \_\_\_\_\_

Mentor: \_\_\_\_\_ Phones \_\_\_\_\_ E-mail \_\_\_\_\_

Expectations we have of each other:

How often, when, and where we'll meet:

Beyond face-to-face meetings, other ways we'll communicate with each other and how often:

Any limits or constraints that will affect our interaction (time constraints, travel, etc.) and how we'll handle these:

## **Mentoring Agreement, page 2**

How the mentee prefers to receive positive and corrective feedback from the mentor (direct and to the point, "sandwich approach," privately, etc.):

Our agreement for handling confidentiality (everything discussed between us is considered confidential or only things that are specified during our discussions):

Role of the mentee's immediate manager in our mentoring relationship:

Challenges we're likely to face and what we can do to prevent or manage these:

Other agreements, if any:

This mentoring agreement sets forth how we'll work together. We agree to commit ourselves to the mentoring initiative for the specified period and to make a good faith effort to resolve any issues that may arise between us during the term of this agreement.

---

Mentor's signature/date

---

Mentee's signature/date