

# DEVELOPING A MENTORING PARTNERSHIP AGREEMENT

Create a learning contract (or learning agreement) with your mentee.

- set boundaries and define mutual learning expectations
- re-visit, re-work & evaluate goals on a regular basis

OUTCOMES OF MENTOR PARTNERSHIP	GUIDING QUESTIONS	MENTOR NOTES
Well-defined goals Mutual Responsibility Accountability	<p>What do we hope to achieve over the duration of our partnership?</p> <p>What are the roles and responsibility of each partner? What expectations do we have of one another?</p> <p>How do we ensure that we will each do what we say we are going to?</p>	
Relationship Ground Rules	<p>What norms and guidelines will we follow over the course of our relationship? (<i>i.e., time, feedback, role expectations, communication style, stumbling blocks, closure</i>)</p> <p>How should we deal with obstacles should they arise?</p>	
Confidentiality	<p>What are our expectations around confidentiality?</p>	
Boundaries	<p>What are the “not to exceed” limits of this relationship?</p>	
Plan for moving forward	<p>What do we need to include in order to make this agreement work for us?</p> <p>What is our process for achieving learning goals?</p> <p>What action steps are necessary for achieving these goals?</p>	
Creating SMART Goals	<p>Goals should be:</p> <ul style="list-style-type: none"> <li>• <b>Specific:</b> What is the mentee trying to accomplish in this relationship?</li> <li>• <b>Measurable:</b> In what ways can success be measured?</li> <li>• <b>Action-Oriented:</b> What concrete things will the mentee be able to do as a result of reaching this goal?</li> <li>• <b>Realistic:</b> What other resources are available to help the mentee in their pursuit?</li> <li>• <b>Timely:</b> Will the mentee be able to achieve the learning goals within the duration of our mentoring relationship?</li> </ul>	