

MENTORING AGREEMENT TEMPLATE

To get the most out of your mentoring experience, you should talk about the expectations and goals that you and your mentor have for the mentoring relationship.

Agree on Expectations: How will the relationship work?

1. Meeting together: What works best? Will we meet:
 - In-person
 - Phone
 - Email
2. In general, how often would we like to meet/interact (e.g., once per week, every other week, etc.)? Renegotiate as needed.
3. If a text message, email or voicemail is received, we will get back to each other within:
 - 12 hours
 - 1-2 days
 - Other
4. If we can't make an expected meeting/interaction, how will we get in touch?

Agree on goals: what do you hope to gain from the relationship?

1. What are the mentee's goals for this mentoring relationship? What are the 3 things the mentee would like to learn or develop as a result of interacting with your mentor?

MENTEE'S GOALS	
1 st Goal	
2 nd Goal	
3 rd Goal	

2. What are the mentor's goals for this relationship? What would you like to share with or impart to your mentee?

MENTOR'S GOALS	
1 st Goal	
2 nd Goal	

3. What actions can you both take to achieve these goals?

Agree on privacy, confidentiality and trust:

1. We both agree to protect each other's privacy and abide by the boundaries of the mentoring relationship.
2. We both agree to abide by and appreciate that our conversations are confidential.
3. We agree that if either of us wishes to leave the program early, we must advise the program coordinator.

GOAL SETTING

Purpose of goal setting:

Setting goals will help you strive to achieve. Although goal setting is often challenging, it will increase efficiency and effectiveness in your mentoring relationship.

Goals are important because they:

- Guide and direct behavior
- Provide clarity
- Reflect what the goal setters consider important
- Help improve performance
- Increase the motivation to succeed
- Instill pride and satisfaction in achievements
- Provide challenges and standards
- Bolster self-confidence and decrease negative attitudes

Set goals that are **SMART**:

- **Specific:** use detailed information in plain language (i.e., names, dates, places, amounts - whatever details are necessary to make it clear). What do you want to achieve?
- **Measurable:** quantifiable ways to know goals are working or if goals have been completed. Establish criteria for how to achieve a goal.
- **Accountable:** indicate your role in achieving each aspect of the goal. Be proactive in taking action that will result in reaching the desired goal.
- **Realistic:** ensure the suggested goals are practical and achievable. Strive for attainable goals and consider the resources and constraints relative to the situation.
- **Timetabled:** include dates of when things need to be completed and allow reasonable time to complete each goal.