

Mentoring Partnership Agreement

We are voluntarily entering into a mentoring partnership, a relationship from which we both expect to benefit. We realize that for the mentoring to be successful, we know that we both must be active participants, and we adopt the mindset that "someone is counting on me" in this partnership.

PBM Name: _____

Mentor Name: _____

We want this to be a mutually rewarding experience, with most of our time together spent in development activities revolving around the mentee's goals. We note the following features of our relationship:

1. Meeting Together

Frequency of meeting <i>(at least weekly or bi-weekly)</i>	
Duration of our meetings <i>(30 – 90 minutes)</i>	
Location of meetings <i>(neutral/private place that facilitates dialogue)</i>	

2. Reaching Each Other

Mentor	Person Being Mentored (PBM)
Work phone:	Work phone:
Home phone:	Home phone:
Cell phone:	Cell phone:
Email:	Email:

3. Specific Role of the Mentor:

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Model behavior • Ask questions • Observe and make observations • Disclose frustrations, concerns, fears | <ul style="list-style-type: none"> • Guide • Give feedback • Recommend activities for development • Share beliefs & thoughts | <ul style="list-style-type: none"> • Problem solve together • Actively listen • Suggest/provide resources (articles, tools, techniques) • Appreciate time and effort of mentee |
|--|--|--|

Add any other roles the mentor should play: _____

4. Specific Role of the PBM

- Self-motivate/initiate
- Follow-through
- Disclose frustrations, concerns, fears
- Self-evaluate
- Give feedback
- Establish clear and concise goals
- Problem solve together
- Listen and ask questions
- Appreciate time and effort of mentor

Add any other roles the mentee should play: _____

5. Specific Accountability

As a willing participant in the Mentor Program, I commit to working with my partner throughout the mentor program, attending all scheduled meetings and communicating on a regular basis.

- Emergencies happen, so if I am unable to keep a scheduled date, I will call ahead — giving at least 24 hours notice if possible — if we have to cancel or reschedule.
- I am open to feedback that helps ensure we have a productive mentoring partnership.
- In this mentoring program we are equal partners, regardless of our place on the organizational chart.
- We won't avoid facing a problem. If there is an issue or something doesn't feel right to one of us, we'll talk about and work through it to mutually resolve it, even if it isn't easy.
- We agree to respect and value each other in the ways we're alike and the ways we're different.
- We will listen to each other, understand and appreciate the other person's viewpoint.
- As the PBM, I commit to developing goals with my mentor. I further agree to develop an action plan that outlines the activities that will help me to focus upon and achieve the targeted outcomes.
- As the mentee, if my goals change or evolve, I will tell my mentor as soon as possible so my action plan can be updated.
- Mentoring Partnership starts on _____, ends on the following date _____

6. Confidentiality

We will keep what is said between us 100% confidential. If there is threat of physical harm to the PBM/ mentor or to others, confidentiality can be broken to seek protection for the endangered individual(s).

7. No-fault Conclusion/Termination

If for some reason there is not a good fit in the partnership or extenuating circumstances occur, we agree to a *no-fault* conclusion if the partnership ends before the program concludes. Either party has the option to discontinue the partnership for any reason, and he or she will discuss this decision with the Mentor Task Force before terminating the partnership. This agreement is not legally enforceable.

I agree to enter this mentoring partnership as defined above and will maintain complete confidentiality regarding our conversations in and outside the partnership.

Mentee: _____ Mentor: _____

Date : _____ Date: _____