

# The Mentoring Agreement Template

This agreement is to help set you up for success as you go through the Project Thrive mentoring programme.

You're completing this document at the beginning of the programme to define expectations, roles and responsibilities. When you know this, you're defining what success looks like upfront, so you can keep moving toward it together.

## Meeting and Communicating

<p><b>Meetings</b></p> <p><i>When will you meet and how? E.g. Every Tuesday, via Zoom</i></p> <p><i>What happens when there is an unavoidable cancellation? E.g. Inform mentoring partner at least 24 hours in advance and arrange an alternative date.</i></p>	
<p><b>Communicating between meetings</b></p> <p><i>How will you communicate in between meetings? E.g. Via Slack, Whatsapp</i></p>	
<p><b>Meeting prep</b></p> <p><i>When will you share meeting prep notes before the session? Who is in charge of sharing notes &amp; action items after each meeting? (We recommend the mentee drives the agenda)</i></p> <p><i>How will you share those prep notes?</i></p>	

## Focus and Expectations

<p><b>Mentee focus</b></p> <p><i>As a mentee, what do you want to focus on in the mentoring relationship?</i></p>	
<p><b>Mentor focus</b></p> <p><i>As the mentor, what do you want to focus on in the mentoring relationship?</i></p>	
<p><b>Mentor expectations</b></p> <p><i>What do you expect of your mentee? (e.g. to communicate openly, be open to trying new things, provide regular feedback)</i></p>	
<p><b>Mentee expectations</b></p> <p><i>What do you expect of your mentor? (e.g. share experience, provide regular feedback)</i></p>	

## Additional Notes

<p><b>Is there anything else you'd like to capture here?</b></p> <p><i>E.g. How will you measure progress? What will you explicitly not do together?</i></p>	
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## Making the Commitment

<b>Confidentiality</b>	<i>We agree that any sensitive issues that we discuss will be held in confidence. We will define what fits this definition as our relationship grows, and will always flag with each other where a particular subject matter is sensitive.</i>
<b>Mentee signature</b>  <b>Date</b>	
<b>Mentor signature</b>  <b>Date</b>	