

# Mentoring Agreement

**We are undertaking a voluntary mentoring relationship for our mutual benefit. Our intention is to spend most of our time in effective development activities. To ensure clarity, and to maximize the likelihood of a successful outcome, we have agreed the following terms for this relationship.**

**Confidentiality** We will honor personal and professional confidences, and we will at all times seek to maintain a relationship built on mutual trust, respect, and confidentiality.

Duration of relationship

Frequency of meetings

Duration of meetings

Face-to-face/virtual/phone

Location if face-to-face

Cancellation preferences

## Contact Information

Mentee name

Email

Office / Cell phone / SMS / IM

Preferred method and time of contact

Mentor Name

Email

Office / Cell phone / SMS / IM

Preferred method and time of contact

## Mentoring Agreement continued

**Mentee's Objectives**

**Mentor's Objectives**

Progress Reporting Frequency

(To determine whether the relationship is mutually beneficial, and whether any aspect needs to be addressed.)

This mentoring agreement sets out the terms of how we will co-operate. We agree to commit to the specified period and to make all efforts in good faith to resolve any issues that arise between us during the term of this agreement.

Mentee's signature/date

Mentor's signature/date

Mentee's line manager's signature/date

# Coaching Plan

Mentee Name

Mentor Name

Date

Mentee Responsibilities

Mentor Responsibilities

Development Area	Activity	Measure of Success	Feedback	Further Development
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