

Mentoring Partnership Agreement

Notes

As a first step, the mentor and mentee should meet to build rapport and learn more about the mentee's goals for the mentor process. The mentor can help establish trust and build respect by asking questions, listening, being supportive, empathetic and positive. The mentee should be prepared to discuss their work history, provide an assessment of their current skills, and share initial thinking about their goals.

As part of this step, it is recommended that the mentor pair complete a mentoring partnership agreement. This agreement ensures that both mentor and mentee have the same expectations for their role in the partnership and how they will work together.

Job Aid

As a mentor and mentee in the _____ Mentor program, we agree to abide by the following set of guidelines:

1. Commit to making the time to meet on a regular basis.
2. Keep the content of our conversations confidential.
3. Practice active listening.
4. Provide each other with honest, direct and respectful feedback.
5. Other:

Mentor

Mentee

Date