



Mentoring: Power of 2

Mentoring Partnership Agreement

Purpose: The purpose of this document is to gain agreement and set expectations around operating within the mentoring partnership.

Directions: The mentee should be prepared to review and discuss this document during one of the initial meetings. Once the mentor and mentee come to mutual agreement, they will sign the document and each keep a copy.

We are voluntarily entering into a mentoring relationship, which we expect to benefit both the business and us. We want this to be a rich, rewarding experience for both of us as well. We fully understand that either the mentor or mentee can elect to end the relationship on a no-fault basis for any reason or no reason.

MEETINGS

Form with fields: HOW OFTEN WILL WE MEET?, HOW LONG WILL WE MEET?, WHERE WILL WE MEET?

COMMUNICATION

Form with fields: WHO WILL BE RESPONSIBLE FOR SETTING UP MEETINGS?, WHAT IS THE BEST WAY TO COMMUNICATE BETWEEN MEETINGS? (Phone, E-mail, In person)

KEEPING ON TRACK

Form with fields: HAVE WE AGREED TO GROUND RULES FOR THE RELATIONSHIP (ATTACH GROUND RULE DOCUMENT)?, ARE ROLES, RESPONSIBILITIES CLEARLY DEFINED (ATTACH ROLES/RESPONSIBILITY DOCUMENT)?, HOW OFTEN WILL WE REVIEW PROGRESS?

What are personal likes/dislikes or operating styles that could help or hinder our progress?

Form with two large text areas for MENTOR and MENTEE responses.

SIGNATURES

Form with fields: MENTOR'S SIGNATURE, DATE, MENTEE'S SIGNATURE, DATE