

## Mentoring Contract

Instructions:

- Before your first meeting, the mentor and the mentee should complete this form individually.
- At your first meeting, review and discuss this form, and reach an agreement.
- Print two copies of the agreed form, sign and date both, and each person should retain a copy.
- The mentee is responsible for keeping this form up to date.
- Review this contract at least monthly, to assess and agree any needed changes.

Things to discuss and agree in first meeting	
What are my expectations of the mentor/mentee:	
What are my boundaries:	
Communication (how, where and when):	
Availability, frequency, length of time of meetings:	
Who will be responsible for scheduling the meetings:	
How the objectives will be reviewed:	
When the relationship should be ended:	
Ground rules (confidentiality, openness, truthfulness, etc):	
Goal Setting	
Mentor	Mentee
What are my strengths to help the mentee to achieve their goals?	I want to achieve the following goal...

Where may I need support to help the mentee achieve their goals?	I plan to get there by...
What are the learning opportunities for me and the mentee?	To do this I will need...
What may prevent me from helping the mentee achieve their goals and how can I overcome this?	I know I will have achieved my goal when....
<b>Review</b>	
Were goals achieved?	
If not, what further help is needed to achieve these goals?	

\_\_\_\_\_  
Mentor Name

\_\_\_\_\_  
Mentee Name

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Mentee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date