

MENTORING CONTRACT

BETWEEN

(Mentor)

And

(Mentee)

Date: _____

Terms of the Contract

Confidentiality:

We agree that all information disclosed during the Mentoring sessions will be treated as confidential, and will not be shared with any persons outside of the Mentoring relationship without the Mentee's prior consent.

Length of Mentoring Relationship:

The agreed length of this Mentoring relationship is for ___ sessions over a period of approximately ___ months, after which both Mentor and Mentee will review the relationship and will confirm the way forward.

The length of a Mentoring session will be a maximum of 60 minutes, conducted as face to face/skype/phone sessions.

Cancellation:

Communication regarding cancellation will be shared at least 24 hours in advance, to respect the time committed by both parties to the mentoring programme.

Location:

Business premises, or otherwise agreed upon venue of mutual convenience to the Mentor and Mentee.

Exit & Review of Mentoring Relationship:

We agree to have a conversation regarding the decision to exit the Mentoring relationship, if the need arises prior to the completion of ____ sessions. During the conversation, we will review the Mentoring that has taken place.

Primary Focus of Mentoring Sessions:

The Mentee is free to discuss any area of life or business with the Mentor. The primary focus of the sessions will be contracted up-front by the Mentee and the Mentor. The Mentee and the Mentor acknowledge that deciding how to handle these issues and implement choices is the responsibility of the Mentee.

The Nature of Mentoring:

The Mentee is aware that the Mentoring relationship is not psychological counselling or any kind of therapy. The Mentoring relationship is designed and defined by each respective Mentee and Mentor, and the relationship is based on the expressed goals, interests and objectives of the Mentee. The Mentor will use discussion and questions to assist each Mentee to identify personal and/or business goals, develop strategies and action plans intended to achieve such goals, and monitor progress towards implementation of the action plans. The Mentor and Mentee are also aware that Mentoring results cannot be guaranteed. The Mentee and Mentor acknowledge and agree that they are entering into Mentoring in the full understanding that the Mentee is responsible for their own decisions and results.

Role of the Mentor is to ...

- ask questions that result in you identifying new ways of thinking & exploring new approaches & options
- create a safe space that encourages exploration & openness, a space of non-judgement
- be honest & strive to work with integrity
- communicate openly, sharing & reflecting back observations
- make explicit any observations of issues that are more appropriately and ideally explored by a counsellor / therapist
- motivate, advise and support whilst empowering you to make your own decisions and take responsibility for your own actions and development
- challenge you to face up to opportunities, problems, strengths and weaknesses
- hold the focus of the sessions in line with the SMART goals that you set
- support your growth through sharing of appropriate thinking patterns, attitudes, and knowledge
- act as a gateway to other people and sources of knowledge and information
- seek opportunities to help you practise and develop key skills for the future
- generate workable solutions together in a mutually respectful way
- agree actions and milestones during each meeting

Role of the Mentee is to ...

- take responsibility for their own learning and development process
- manage boundaries concerning appropriate and relevant topics for discussion
- be committed to the learning, actions and commitments through the mentoring process
- be committed to spending time in reflection
- take responsibility for decisions and actions taken
- be accountable to self
- be honest with self
- hold an understanding that adult learning is a process & involves change
- be willing to articulate the assistance they need from their Mentor in the context of the GOLD Programme.

We agree to the terms and conditions contained in the above contract.

[Mentee]

[Mentor]

Date:

Date: