



Mentorship Program

MENTORSHIP AGREEMENT

PARTIES' DETAILS

Mentor _____ Mentee _____

Job title _____ Job title _____

Contact number _____ Contact number _____

The mentor and mentee are encouraged to share additional contact information as needed.

MENTEE'S MISSION STATEMENT:

MENTEE'S GOALS

*The mentee should establish with the mentor at least three professional development or personal growth goals. **Goals should be specific, measurable, attainable and relevant and should include a time frame.***

GOAL #1

GOAL #2

GOAL #3

GOAL #4

CONTACT ARRANGEMENT

The duration of the formal mentoring programme is months. Mentors are encouraged to continue the relationship on a voluntary basis. Contact with the mentee may be in person or by telephone during working hours. The mentor/mentee should allow enough time to discuss goals as well as questions from the mentee concerning his/her professional and/or personal development.

Meeting schedule: Jointly agreed-upon meeting dates and times: _____

Communication channels

What will be the primary communication channels (e.g. email, phone)? _____

Turnaround time for communications: (ideally two business days) _____

Confidentiality: Both parties agree to keep the content confidential unless one person is at risk, when this will be shared with the Mentoring Program Coordinator as soon as possible.