**MENTORING AGREEMENT**

This agreement exists to set your mentoring relationship up for success.

Document the who, how, why, and what of your mentoring plan early so you can get down to enjoying the reciprocal and potentially career-changing relationship with a new connection.

The full agreement and the fields are optional, but we recommend defining what success looks like upfront, so you can keep moving towards it together.

**THE ADMIN**

**Frequency of Communication** How often do you commit to communicating?

(e.g. fortnightly, monthly, quarterly)

**Type of Communication**

Are you keen to always catch up in person? How can you best use Mentorloop to manage online communications? Which communications apps do you prefer to use?

**Recording of Communication** Who is in charge of sharing notes & next steps after each catch-up? (We recommend the mentee drives the agenda, but every relationship is different.) Who will update statuses in Mentorloop?

**THE GOOD STUFF**

**Mentee Goals**

As the mentee, why did you join this mentoring program and what are the top 3 things you hope to achieve?

TIP: Set up tasks in Mentorloop to guide you in this.

**Mentor Goals**

As the mentor, why did you opt-in for this mentoring program, and what are the top 3 things you hope to achieve?

**Expectation of Achievement** How do you expect to work together to achieve these goals?

How will you monitor and share your progress through Mentorloop?

**THE Ts & Cs**

**Confidentiality**

We agree that any sensitive issues that we discuss will be held in confidence. We will define what fits this definition as our relationship grows and will always flag with each other where a particular subject matter is sensitive.

**MENTEE**

**Name:**

**Signature:**

**MENTOR**

**Name:**

**Signature:**