

MENTORING PROGRAMME WORKSHEET & AGREEMENT

How to Use

1. The purpose of this worksheet is to help facilitate quality conversations between mentors and mentees during meetings by setting expectations and clearly identifying topics and issues for discussion.
2. The worksheet should be **completed by the mentee**, and **endorsed by the mentor** by the end of the first session.

Name of Mentee:

Email of Mentee:

Telephone Number of Mentee:

Name of Mentor:

Email of Mentor:

Telephone Number of Mentor:

Period of Mentoring Arrangement: One year from [], unless extended by mutual agreement.

- A. Developmental Goals.** Please state below – It is recommended to state no more than 2.
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- B. Developmental Activities.** Mentee to state how he/she proposes to achieve developmental goal(s).
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- C. Measurement of Progress.** Mentee to state how he/she proposes to measure progress in respect of achieving developmental goal(s).

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D. Mentee's Expectations of Mentor

Expectation No. 1:

Expectation No. 2:

Expectation No. 3:

E. Mentor's Expectations of Mentee

Expectation No. 1:

Expectation No. 2:

Expectation No. 3:

F. Meetings

How often?

When?

Where?

G. Other Modes of Communication. Please tick, as agreed upon by Mentor and Mentee:

Email

Mobile – Voicecalls

Mobile - Text

ACKNOWLEDGEMENT

Each party agrees, in good faith to:

- (1) give due regard to the agreement, expectations and preferences set out in this worksheet;
- (2) comply with the “Mentoring Programme Guidelines”;
- (3) work together to achieve the identified developmental goals;
- (4) use best endeavours to commit to the mentoring arrangement for the period set out above;
- (5) keep private and confidential any matters discussed;
- (6) keep meetings outside of official work hours; and
- (7) amicably resolve any issues which may arise during the term of the mentoring arrangement.

Signed by:

Name:
Date:

Name:
Date: