

# Mentoring Agreement

By choosing to participate in this mentoring relationship, we agree to the following: (tick off the items as you discuss/review them together)

Mentor Commitments	Protege Commitments
<ul style="list-style-type: none"> <li><input type="checkbox"/> Make a (time) ____ commitment.</li> <li><input type="checkbox"/> Engage in the relationship with an open mind.</li> <li><input type="checkbox"/> Be on time for scheduled meetings or notify at least 24h beforehand regarding rescheduled/cancelled meetings.</li> <li><input type="checkbox"/> Keep discussions with protégés confidential (except where their safety or well-being is at risk).</li> <li><input type="checkbox"/> Ask for help when needed.</li> <li><input type="checkbox"/> Notify HRBP/mentoring program leader if I am having difficulty in the mentoring relationship.</li> <li><input type="checkbox"/> Be flexible and provide the necessary support and advice to help my protégé succeed.</li> <li><input type="checkbox"/> Meet face-to-face for at least one hour every two months with my protégé.</li> <li><input type="checkbox"/> Make at least monthly contact with my protégé.</li> <li><input type="checkbox"/> Participate in a closure process when that time comes.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make a (time) ____ commitment.</li> <li><input type="checkbox"/> Engage in the relationship with an open mind.</li> <li><input type="checkbox"/> Be on time for scheduled meetings or notify at least 24h beforehand regarding rescheduled/cancelled meetings.</li> <li><input type="checkbox"/> Notify HRBP/mentoring program leader if I am having difficulty in the mentoring relationship.</li> <li><input type="checkbox"/> Participate actively in mentoring discussions and come prepared to discuss specific issues or concerns.</li> <li><input type="checkbox"/> Complete agreed actions in the time between mentoring meetings and come prepared to status actions since last meeting.</li> <li><input type="checkbox"/> Participate in a closure process when that time comes.</li> </ul>

Development objectives for person being mentored:

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Roles and expectations: (anything in addition to the above?)

Mentor expects from Mentee	Protege expects from Mentor

We agree to the following additional ground rules for our mentoring time:


Other comments:

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