A picture containing text, sign

Description automatically generated

Guidance adapted from

Logo, company name

Description automatically generated

**Mentor - Mentee agreement and agenda for the first meeting**

**Guidance:** The mentor-mentee agreement is an opportunity for both parties to demonstrate their commitment to the learning process. This should be completed at your first meeting. Please ensure you cover the topics listed but feel free to customise it to reflect the discussions you have had. You should keep a copy for your own records and the mentor should share a copy with the mentee through the mentoring platform chat function. The agreement can be a useful point of reference when you revisit and review your relationship.

***We are both committed to achieving a productive, trustful, and honest relationship, which successfully fosters learning and professional development for both of us. In order to help us to achieve this, we have discussed the following topics:***

|  |  |
| --- | --- |
| **Topics for discussion** | ***Please make notes in this column to indicate what you have discussed and agreed.*** |
| **Confidentiality** *What level of confidentiality is appropriate?* |  |
| **Expectations** *Do you both have similar expectations of the relationship?* |  |
| **Limits of discussion** *Are there any topics of conversation that are off limits?* |  |
| **Frequency of meetings (***How often will you meet?* |  |
| **Length of meetings** *How long will your meetings usually last? e.g. 90 mins* |  |
| **Time of meetings** *When is a mutually convenient time of day to meet?* |  |
| **Location of meetings** *Where is a mutually convenient place to meet? eg zoom/teams etc* |  |
| **Setting the agenda** *Who will set the agenda, and how far in advance?* |  |
| **Other contact** *How will you stay in touch between meetings?* |  |
| **Commitment** *What commitment are you each making?* |  |
| **Losing contact** *What will you do if you lose contact with each other?* |  |
| **Reviewing the relationship** *How, and how often, will you review your relationship?* |  |

*Please feel free to add any other relevant things you have discussed.*

|  |  |
| --- | --- |
| **Mentee Name:** |  |
| **Mentor Name:** |  |
| **Date:** |  |
| **Agreed date of Meeting 2:** |  |

Once complete the mentor should share this form with the mentee through the chat function on mentoring section of the AUA website.