



Mentor Program Contract

I, _____ will commit to at least six sessions over 10 weeks and communicate responsibly with my assigned mentee. During our time together, I will provide knowledge, insight, coaching, and feedback on agreed upon topics. I will communicate clearly, and will check for understanding often. I will seek to build a trusting transparent relationship by maintaining confidentiality and adhering to agreed upon meeting times. Most importantly, I will seek to learn from the mentee as much as I will teach.

Mentor Responsibilities

- Commit to 6 sessions with your Mentee over 10 weeks
- Be prompt or early
- Be prepared and focused, with no distractions
- Keep all confidences between you
- Hold mentee accountable for assignments
- Evaluate the relationship periodically, reviewing accomplishments and next steps
- Provide practical, detailed advice about specific development concerns; encourage with positive feedback, and be honest, but diplomatic with corrective coaching

I have read and agree to the above Mentor expectations and responsibilities.

Mentor's Signature: _____ **Date:** _____

I, _____ will commit to at least six sessions over 10 weeks and communicate responsibly with my assigned mentor. During our time together I will learn from the experience and insights my mentor can provide. I will ask for clarification when necessary. I will seek to build a trusting transparent relationship by maintaining confidentiality, welcoming feedback, and by communicating when my expectations are not being met. I will adhere to agreed upon meeting times, and will commit to learning from every interaction.

Mentee Responsibilities

- Schedule 6 sessions with your Mentor across the 10-week program span at times convenient to both of you
- Be prompt or early
- Be prepared and focused, with no distractions
- Listen well: be open to feedback about positive and negative factors that could impact your potential
- Keep all confidences between you
- Commit to any assignments and activities your mentor recommends, and be prepared to report outcomes
- Evaluate the relationship periodically, reviewing accomplishments and next steps

Mentees will not expect a mentor to:

- Provide specific solutions or answers; rather, guidance
- Provide personal introductions to others unless the mentor offers them
- Spend more time on the relationship than your mentor is willing or able to give
- Continue the relationship beyond the agreed-upon time period

I have read and agree to the above Mentee expectations and responsibilities.

Mentee's Signature: _____ **Date:** _____