

## The Mentoring Agreement

By undertaking this mentoring relationship, which is built on mutual trust, I am committing myself as the mentor/ mentee to meet at the times agreed upon by both parties. The mentoring relationship will provide a safe environment within which to explore issues and difficulties and to assist in moving towards change. We understand that the relationship is completely confidential, unless permission is otherwise and specifically given by the mentee, and that it is being entered into in an honest and trustworthy manner.

As part of our reporting on the mentoring programme, AWE will need to contact both mentor and mentee and note any outcomes so that we can measure the success of the programme as a whole. By signing this agreement, you agree to feedback such information as requested by the Mentor Coordinator or Project Partner.

Within the mentoring relationship both parties must respectively agree to:

- Be truthful, keep to your commitments and inform the mentor/ mentee or the Mentor Coordinator or Project Partner immediately if things are not working out.
- Establish how the mentoring will be conducted and set out agreed times and frequency to meet.

As the mentee, I am willing:

- To communicate my goals and support I would like from the mentor.
- To listen to the advice and guidance given, reflect and be open-minded.
- Be ready to change in order to achieve my goals.
- To take actions as agreed in between mentoring meetings.

As the mentor, I will:

- Support the mentee's development and not advise them.
- Gain an understanding of the mentee's business goals and challenges
- Work towards the mentee's agenda and guide them in setting out realistic targets.
- Focus on the best interests of the mentee and their business.
- Offer my support without charge for the duration of the relationship

**Records** – Any written notes must be securely kept and are confidential.

**Cancellations** – If you wish to change the time of a session please let the mentor/mentee know at least 24 hours in advance of the agreed meeting.

**Duration and termination** – Once the mentoring relationship has commenced the mentor/ mentee will abide by the commitment and will continue the relationship for as long as the mentor/ mentee agrees. The mentor/ mentee has the right to dissolve the mentoring relationship at any time and must inform the Mentor Coordinator.

I have read and understood this agreement.

Mentor Name

Signature

Date

Mentee Name

Signature

Date

**Please sign and return to the Mentoring Coordinator.**

Funded by



**EUROPEAN UNION**  
European Regional Development Fund