Logo, company name

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**Mentoring agreement**

This sheet is designed to help set the ground rules of the mentoring relationship.

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| **Time** |  | | **Mentor** | |  |
| **Date** |  | | **Mentee** | |  |
| **Expectations and conduct** | | | | | | |
| **Mentor** | | | | **Notes** | | |
| I expect my Mentee to be committed to actively participate in their professional development. I will commit to act in my Mentee’s best interest with diplomacy and patience for the professional development process. I will not make decisions for my Mentee, but will strive to assist in the decision making process by providing knowledge I’ve gained within my profession. I will strive to include my Mentee in networking opportunities and to knowledge-building events as appropriate | | | |  | | |
| **Mentee** | | | | **Notes** | | |
| I expect my Mentor to guide me in my professional development. This may include suggestions for training, education, resume preparation, coaching and assisting me in ways that will contribute to the progression of my career. I will be mindful of my Mentor’s time and commitment to my progress. I hope to gain insight from my Mentor’s expertise and knowledge. | | | |  | | |
| **Meetings** | | | | | | |
| We agree to meet for 1 hour on 5 occasions  We may otherwise contact each other by phone, email or virtually (delete as appropriate) | | | | | | |
| **Confidentiality** | | | | | | |
| We will treat all communications as confidential, unless we agree otherwise. We understand that there is a professional obligation to report anything that may result in harm. | | | | | | |
| **Closure** | | | | | | |
| Either of us may terminate the relationship at any time. We will agree to discuss our decision with one another, in a no fault manner. | | | | | | |
| **Declaration** | | | | | | |
| I declare that this is an accurate reflection of the mentor agreement meeting. | | | | | | |
| **Mentor signature** | |  | | | | |
| **Mentee signature** | |  | | | | |