**The LMIC Mentoring Agreement Form**

The LMIC Mentoring Agreement Form is a simple contract between mentee and mentor which

sets out any ‘ground rules’ by which the relationship should operate and what each party expects of the other. It helps to establish a firm foundation for the relationship. Experience has shown us that having this open discussion and setting some objectives for the mentoring programme will help you get the most out of the partnership. This is a document just for you, it does not need to be sent on anywhere.

**Part A: Some expectations for the mentoring relationship (Discuss each one):**

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| 1. **Purpose of the mentoring relationship and key goals** | What is the purpose of the mentoring relationship for each party and the main goals |
| 1. **Confidentiality** | Agreement to respect each other’s privacy and understand that all information disclosed during mentoring sessions will be kept strictly confidential |
| 1. **Practical arrangements for meetings** | Location, duration and frequency etc |
| 1. **Communication** | Clarify upfront expectations on what communication (content, frequency, methods) each party is expecting between meetings. What happens if either of you needs to cancel a meeting? |
| 1. **Feedback to each other** | Consider exchanging after each meeting, eg How useful was the meeting and why; what would you like to do more/less of; what will you try to do differently |
| 1. **Reviewing the relationship** | How and how often; how will you know when the mentoring has served its purpose and should come to an end |

**Part B: Mentoring Action Plan:**

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| 1. **Objectives of the relationship** | Discuss and set up some SMART (specific, measurable, attainable, relevant, time-bound) objectives/goals – refer to the *‘Goalsetting worksheet for mentoring’* document |
| 1. **Tracking progress** | How to measure progress |
| 1. **Mentoring dimensions/ boundaries** | What will and won’t be discussed |

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| **Mentee:** |  | **Date:** |
| **Mentor:** |  | **Date:** |