

Mentorship contract

This contract between mentor and mentee describes the essential framework and ground rules for the mentoring programme.

1. Mentorship period

The mentoring programme will run from _____ to _____ / from the date of signature of this contract and we plan to hold _____ mentoring meetings.

2. Mentorship goals

The primary goals of the mentoring programme are the defined goals and development needs of the mentee.

3. Meetings and meeting procedures

The mentee is responsible for booking meetings with the mentor. The mentee is also responsible for the issues to be raised at the meetings and for giving the mentor the opportunity to prepare for the matters that will be discussed. The mentor is responsible for preparing thoroughly for the meetings with the mentee.

A mentoring meeting is normally 90 minutes long, but can be longer or shorter as agreed between the mentor and mentee. The meetings are to be held _____ (digitally or physically).

Each party is to notify the other party in good time or as soon as possible if they are unable to attend or if one of the parties wishes to reschedule the meeting.

The mentor and mentee also agree on how they will contact each other in case of urgent questions that may arise between mentoring meetings.

4. Confidentiality

The mentor and mentee agree to never talk to third parties about this mentorship relationship or what is said during the mentoring meetings, both during the period of the mentorship and when the mentoring programme has ended. If either party wishes to talk about what is discussed within the mentoring programme with a third party, the other party must give consent.

5. Terminating the mentoring programme prematurely

The mentorship programme can be terminated before the agreed period ends by either party. Whatever the reason for early termination, the mentor and mentee should end the mentorship programme with a closing meeting and giving each other feedback.

6. Respect and approach

The mentor and mentee are to respect that the other party has set aside time for the mentoring programme and planned mentoring meetings. Both parties are to be fully prepared for meetings and to carry out any tasks they have agreed to.

By signing this agreement, we commit to doing our utmost to follow these ground rules and to ensure that the mentoring programme benefits both parties.

Mentor

Mentee

Place

Date

Ort

Datum

Signature

Signature
