

Mentoring Agreement

We are voluntarily entering into a mentoring relationship which we expect to benefit both of us. We want this to be a mutually rewarding experience with most of our time together spent in learning activities revolving around our goals.

Frequency of Meetings

How often will we meet? _____

Day(s) of the week _____

Where will we meet? _____

How long will our meetings last? _____

Best time/way to Communicate/Call or Phone

At work _____

At home _____

Other: _____

Specific Role of the Mentor

(Model, guide, observe and give feedback; recommend training and resources; facilitate learning; etc.)

Specific Role of Inductee

As a willing participant in the Mentor Project, I commit to working with my mentor throughout the program, attending all scheduled meetings with my mentor and communicating with my mentor weekly.

I understand that many of our meetings may be **off contract time**. I also understand that most Skill Block training that is scheduled for me will be **on contract time**. I will keep a log of all of my mentoring and skill block time and activities. I understand that **I will receive up to 12 hours of professional development credit for meetings included in my mentoring and skill block log that are held during off contract time**. I will submit my log and an individual reflection on my mentoring experience at the end of my formal mentor support.

Emergencies happen, so if I am unable to keep a meeting date, an advance call will be made to my mentor to reschedule. I will develop personal goals and be open to coaching and feedback from my mentor.

Confidentiality

Nothing that the inductee tells the mentor will be discussed with *anyone* except possibly, the Mentor Coordinator. If the mentor feels it is important to involve another adult, it will be discussed first with the inductee. If mentor feels there is a need for including the supervisor or others in a conversation, the inductee will be involved unless it is his or her desire not to be included.

Inductee

Mentor

Date

Date