



NATIONAL MENTORING DAY

MENTORING AGREEMENT

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Mentoring Agreement Template For Individual Mentors & Mentees

This template is designed for you to adjust to meet your mentoring requirements.

Purpose

This agreement sets the expectation for best practice in mentoring and is intended as a guidance document to promote the development of excellence and ethical principles in mentoring. The primary purpose of this document is to guide both mentors and mentees in understanding their expectations and role within the mentoring relationship.

Mentor Name: _____

Mentee Name: _____

Agreement Start Date: _____

Suggested Review Date: _____

Purpose of Agreement

This agreement defines the aims and objectives of the mentoring relationship between [*insert mentor name*] and [*insert mentee name.*]

Its purpose is to bring structure, clarity and accountability to the mentoring process and relationship through guidance, feedback and shared knowledge. Both parties can benefit from the agreement.

1 - Objective of the Mentoring Relationship

****In this section discuss with your mentee what they would like to achieve as a result of the mentoring.**

Mentoring Objective: What are the key expectations and goals that the mentee would like to achieve?

Mentoring Key Results: What needs to happen to ensure we achieve the objective?

Mentor Objective: In this section define how the mentor will support the mentee to achieve their objective.

2- Responsibilities

**Ensuring the mentee is clear on their responsibilities is key, the mentor should encourage the mentee to take ownership of their own growth to meet the set objectives. **Where clarity is not known then this should be reviewed and discussed before starting the mentoring process.

Mentor:

**Define the key responsibilities that will support the delivery of the objectives of the mentee. Example: Mentor provides constructive feedback and guides the mentees progress, shares their experiences, encouraging the mentee to take ownership of their growth and be held accountable for their commitments.

Mentee:

**Define the expectations of the mentee for the mentoring process. Example: Mentee takes initiative and ownership of their learning and development. The mentee takes action and follows through on any recommendations provided by the mentor.

3 - Boundaries:

**Create clear and appropriate boundaries by defining and setting clear expectations at the start of the relationship. Ensure you work within the boundaries of your capability and experience.

4 - Meeting Logistics

**Discuss the meeting structure and scheduling.

- **Frequency:** [e.g., Monthly, Bi-weekly]
- **Duration per session:** [e.g., 60 minutes]
- **Platform:** [e.g., Video meeting, in-person]
- **Total duration:** [e.g., 6 weeks, 3 months]
- **Suggested Review Point:** [after 3rd session]

5 - Communication Expectations

***Discuss availability outside of formal meetings.*

- **Preferred method:** [e.g. Email, Phone call, Text, WhatsApp]
- **Communication outside of agreed sessions expectation?** [e.g. Yes, No, response time]
- **No communication:**
- **Emergency Contact Details:** [Define what is urgent]

6 - Exiting the Relationship:

It is agreed that the mentor or mentee can dissolve the relationship at any time. The mentor will prepare the mentee for the ending of the mentoring relationship by discussing a continuity plan or follow up process, if applicable.

7 - Confidentiality, Privacy & Further Considerations

***In this section you can cover off and insert any risks or processes, including confidentiality, boundaries, session privacy, how to handle sensitive information and processes. Record keeping, conflicts of interest, access to any, termination and cancellation terms.*

***You may want to discuss this with your mentee so that the mentee understands the expectations.*

Both parties agree to keep all shared information confidential unless consent is given to share. To maintain trust and respect confidentiality at all times. Keep or store all confidential data and information in a manner that ensures confidentiality, security and privacy.

8 - Professionalism:

We agree to:

- Be committed to respecting each other's time.
- Communicate clearly and be respectful.
- Be open to giving and receiving feedback.
- Be transparent and willing to share information.
- To come prepared for meetings with questions or updates.
- To not exploit or take advantage of each other's position.
- To seek clarification when needed and address any concerns or misunderstanding with each other directly.
- To define measurable objectives and work towards the agreed objectives.



9 - Signatures

By signing below, both parties agree and acknowledge their commitment to the mentoring agreement above.

Mentor Signature: _____

Date: _____

Mentee Signature: _____

Date: _____

By adhering to these guidelines, mentors and mentees can build a productive and respectful mentoring relationship, ultimately leading to successful outcomes for both parties.

For further mentoring resources and best practice visit:

www.NationalMentoringDay.org

