



IoD Jersey Mentoring Agreement

We are voluntarily entering into a mutually beneficial relationship. It is intended this relationship will be a rewarding experience spending most of our time discussing professional development activities.

The mentoring agreement will be between _____ and _____.

1. The Mentoring relationship will commence on _____ and last for _____ months. We will continue to evaluate this every three to six months and will end by amicable agreement once we have achieved our agreed goals.
2. We will meet at least once every _____ weeks. Meeting times, once agreed, should not be cancelled unless this is unavoidable. At the end of each meeting we will agree a date for the next meeting.
3. Each meeting will last a minimum of _____ minutes and a maximum of _____ minutes.
4. In between meetings we will contact each other by telephone/email no more than once every _____ weeks/days.
5. The agreed shared purpose and goals of the Mentoring relationship are:
 - a)
 - b)
 - c)
6. We agree the role of the Mentor is to:
 - Be motivated by a strong desire to support your Mentee to achieve their full potential
 - Allocate time to your Mentee on a regular basis over the 9 month programme period
 - Be an excellent listener, using exploratory questioning and feedback skills provide honest and constructive feedback

- Be open, empathic, caring, and willing to share your experience and expertise to provide insight
- Help your Mentee explore where a course of action may lead, and how to close the gap between the Mentee's current and desired state
- Be willing to make introductions to your professional networks
- Be willing to provide feedback on the IoD Jersey Mentoring scheme pilot

7. We agree that the role of the Mentee is to:

- Be willing to drive the Mentoring relationship and take responsibility for their own learning
- Initiate contact with the Mentor to schedule a mutually convenient time for each meeting.
- Make the arrangements for the meetings and share any agenda in advance.
- Know your goals, strengths and what motivates you and be motivated to develop and improve
- Be open to feedback and learning and be able to articulate desired goals and ask for help
- Share your development plans with your Mentor and keep a development plan updated and alive
- Be willing to provide feedback on the IoD Jersey Mentoring scheme
- We agree that this relationship is based on a commitment to trust and confidentiality

8. We agree to a no-fault conclusion¹ of this relationship if necessary.

Mentee:

Date:

Mentor:

Date: