



Lean In Jersey:
Mentoring Agreement

Diversity and Inclusion Toolkit



Mentoring Agreement Lean In Jersey Circle

We are both voluntarily entering into this arrangement. We wish this to be a rewarding experience, spending most of our time discussing developmental activities. We agree that:

1. The mentoring relationship will last for _____ months. This period will be evaluated every three to six months and will end by amicable agreement once we have achieved as much as possible.
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 aim of the partnership is to discuss and resolve the following issues:
 - a) [List key goals the mentee wishes to achieve]
 - b)
 - c)
6. We agree that the role of the mentor is to:
 - Expose the Mentee to your perspective on the business environment and current issues
 - Listen and provide candid feedback about the Mentee's situation, capabilities and aspirations
 - Introduce Mentee to your personal internal and external networks
 - Be open, empathetic and candid - share your own challenges and how those have translated into learning opportunities
 - 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
7. We agree that the role of the mentee is to:
 - Initiate contact with Mentor to schedule a mutually convenient time for each meeting

- Know your goals, strengths and what motivates you. Keep a Development Plan updated and alive
- Share your Development Plan with your Mentor prior to your first meeting
- Book meetings and share agendas in advance
- Come ready to listen, challenge and learn

8. We agree that this relationship is based on an absolute commitment of trust and confidentiality.

9. We have no intention of creating legal relations as a result of this agreement.

10. The mentor agrees to be honest and provide constructive feedback to the mentee. The mentee agrees to be open to the feedback.

Date: _____

Mentor's name and signature:

Mentee's name and signature:

Date for Review: _____

Mentoring Action Plan

Name:

Date:

My goals for the next 6 months are:

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My goals between now and the next meeting with my Mentor/Mentee are:

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The practical steps to achieve these are:

Action	By whom	By when

How will I know when I have achieved my goal?

Review Date	Comments on progress