



## MENTORING CONTRACT

		Signatures
Mentor Name: Mentor Organisation: Mentee Name: Mentee Organisation: Contract Date:		
Meeting Frequency: Meeting Duration: Start Date: Proposed End Date:		
Agreed Mentoring Objective(s) and Goals		
Mentor Responsibilities	<ul style="list-style-type: none"> <li>ensuring they give ample time, respect and confidentiality to each and every session</li> <li>providing support material relevant to the Mentee's needs</li> <li>guiding, questioning and, in some cases, challenging the Mentee during the mentoring relationship</li> <li>monitoring and reviewing the Mentee's progress during sessions</li> <li>reviewing self and mentoring skills to ensure each session is valuable</li> </ul>	
Mentee Responsibilities	<ul style="list-style-type: none"> <li>being prompt and setting time aside for mentoring</li> <li>preparing for each session in advance</li> <li>compiling a mentoring folder to hold your learning and review materials</li> <li>completing actions agreed between mentoring sessions</li> <li>communicating key issues to the Mentor between sessions</li> <li>ensuring locations/meetings for mentoring are scheduled</li> </ul>	

*All discussions will be confidential. As the LEAD mentoring program works across organisations, it is essential that your discussions are sensitive to any conflicts of interest and information exchanged in these discussions **is not to be used** for personal or financial gain. Mentoring sessions will take place for the duration and at the frequency specified above. Interim actions may need to be completed between sessions by both parties to progress future mentoring sessions in a satisfactory way.*