

Coaching and Mentoring Network Agreement

Instructions

- Print one copy of this form.
- Before the first meeting the mentor/coach and mentee/coachee should review Form 1 (mentee/coachee application form) individually.
- During the first meeting the mentor/coach and mentee/coachee should go over Form 1 together to ensure they have a mutual understanding of their joint and individual
- Both partners should sign and date Form 1 and maintain a copy in their journal/file.

Joint responsibilities

We understand that each of us is responsible for:

- Meeting for at least an hour, 3 times over six months
- One month from the first meeting, jointly reviewing the agreed goals and expectations of the mentoring relationship and deciding on any needed changes.

We both agree to:

- Maintaining the confidentiality of what we say to each other
- Being on time for scheduled meetings and contacting the other at least 24 hours beforehand if we are unable to make a meeting
- Setting realistic goals for this relationship
- Giving each other honest feedback
- Evaluating our relationship regularly
- Informing the network coordinator: Divya Tolia-Kelly if any difficulties or areas of concern arise in the relationship.

Coachee / Mentee's responsibilities

- Clarifying the goals they want to achieve in the relationship, with the coach/mentor's help
- Contacting the coach/mentor and setting up the meetings and agenda with at least one week's notice
- Following up on the tasks agreed upon.

Coach / Mentor's responsibilities

- Providing support and advice but not advocacy
- Being unbiased about the mentee's situation
- Helping the mentee set goals, and strategies to reach them

Signed

Coach / Mentor

Date

Coachee / Mentee

Date