

MENTORING AGREEMENT – a key mentoring competency is to discuss ways of working together upfront. Experience and research has shown that having this open discussion and setting some objectives for mentoring will help both mentee and mentor make the most of the time together.

1. Confidentiality

We agree to respect each other's privacy and understand that all information disclosed during mentoring sessions will be kept strictly confidential. Are there any exceptions to the confidentiality rule?

2. Frequency and Location of Meetings

We agree to meet face to face or on Skype for ... x 1 hour sessions. Frequency/pattern, and location of these meetings will be influenced by thesis deadlines, and by each of our commitments and responsibilities.

3. Communication

It is the mentee's responsibility for keeping up momentum and keeping in touch to book meetings. What happens if either of us needs to cancel a meeting? What happens if no email response is received? How long a wait is reasonable for an email reply?

4. Feedback to Each Other

A highly recommended way to get the most from mentoring is by having an email exchange after each session about what has worked well, and how to go forward productively. Mentee takes responsibility for ending feedback to the mentor. Mentor takes responsibility to take this feedback into account for future sessions. e.g.

1. How useful was our meeting for you and please say why this is.
2. What would you like me to do more of in the session? What would you like me to do less of?
3. Did you notice your thoughts changing positively/negatively during the session? What triggered this?
4. Are you doing/do you plan to try out doing anything differently going forward?

5. Ending mentoring

If either party is unhappy with the mentoring and we have tried giving feedback, the relationship can be ended. We agree to communicate a wish to end the sessions to the other party.

6. Objectives

We agree to focus on the following two mentee objectives during our mentoring sessions. These objectives will be revisited throughout the mentoring period and may be revised as the programme progresses.

i.

ii.