**Mentoring Plan Agreement**

Mentor's Name Email Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentee's Name Email Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentoring Program Manager                Email Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Orientation Date (Month/year)

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor and Mentee Expectations** (Be proactive, prepared and respectful, maintain confidence)

* What are the Mentee's goals for the program?
* What expectations does the Mentor have of the Mentee?
* Discussion about personal development:
* Discussion about short-term and long-term career objectives:
* Discussion about social and cultural differences:
* What expectations does the Mentee have of the Mentor?
* How often will you meet? (At least once a month, 6 times minimum)
* Where will you meet? (Restaurant, coffee shop, mentor/mentee’s office, ideally the same place)
* Who will be responsible for scheduling your meetings? (Mentor and Mentee are both responsible for keeping to the schedule.)

**Non-Disclosure Agreement**

Mentor, Mentee and Program Manager commit to keep confidential all information exchanged during the Mentoring Program.

**Mentoring Plan Pledge**

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mentor, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mentee, agree upon this Mentoring Plan. We will devote the time and effort necessary to carry out this Mentoring Plan.

Signatures

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentoring Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_