

Mentoring Agreement
School of Clinical Medicine
University of KwaZulu-Natal

Purpose

The purpose of this mentoring agreement is to provide structure to the mentoring process and to create a shared understanding of expectations from the onset to ensure an effective mentoring relationship. Additionally, it creates a series of identifiable goals to work towards and to evaluate progress against.

This agreement aims to help each mentee/mentor pair:

- Establish expectations
- Identify goals for this mentoring relationship
- Outline skill areas to be enhanced or developed through this partnership

As a mentee, I agree to do the following:

1. Treat mentor respectfully
2. Respect differences in values and perspectives
3. Devote an optimum amount of time and commit to the success of the partnership
4. Schedule regular meetings with the mentor and maintain frequent communication
5. Give advanced notice if a meeting must be cancelled and to reschedule meetings promptly.
6. Collaborate to establish developmental priorities and goals.
7. Share personal experiences and relevant information
8. Seek critical feedback
9. Enable learning rather than teaching
10. Reflect on lessons learned even from efforts that were not successful
11. Reflected on suggested solutions rather than suggesting solutions
12. Be open to considering alternatives that may be outside their comfort zone
13. Keep notes of meetings
14. Look for multiple opportunities and experiences to enhance their learning
15. Review their progress and adjust as they work towards their identified goals.
16. Maintain confidentiality and build trust.

As a mentor, I agree to do the following:

1. Treat mentee respectfully and in a collegial fashion
2. Respect differences in values and perspectives
3. Make themselves accessible and available to the mentee
4. Respond on a timely fashion
5. Serve as a mentor and provide guidance, oversight, encouragement and help them work toward identified goals.
6. Address specific concerns
7. Be well organized
8. Engage fully during meetings
9. Direct the mentee to appropriate resources
10. Provide feedback regarding the progress
11. Maintain confidentiality and build trust.

This agreement outlines the goals and expectations agreed upon by the mentor and mentee listed below. Although the thoughtful completion of this form is a requirement, it is understood that items will change and adjust naturally to fit the needs of both parties as the mentoring relationship grows. Current plans are to revisit this frequently to adjust goals given current accomplishments. If at any time during the duration of the mentoring contract one member of the mentoring pair does not feel like the other is able or willing to fulfil the items agreed to it can be referred to the coordinating committee.

This agreement is entered into voluntarily and both parties hereby undertake hereby to abide by it.

Mentor Name

Mentor Signature

Date

Mentee Name

Mentee Signature

Date