



# CIPD

*Championing better work and working lives*

## Mentoring agreement

### Welcome to the CIPD West Yorkshire Mentoring Programme

This document is a two-way agreement which sets out the expectations of both the mentor and mentee and explains how the relationship will work.

This agreement is between the mentor, and the mentee, and will continue for a mutually agreed period of time set out in this agreement. Please be assured that any information you provide will be treated in confidence.

#### As a mentee I will:

- take responsibility for the mentoring relationship and play an active role in my own development
- engage in the relationship with an open mind
- treat my mentor with the respect I would expect in return
- take part in the mentoring relationship in a collaborative way
- arrive at our appointments on time
- give my mentor at least 24-hours notice if I can't attend
- come to each meeting with an idea of what I would like to achieve
- commit to the actions I set at each meeting and update my mentor at the following meeting
- be receptive to constructive feedback
- notify my mentor of any changes to my contact details
- make a good faith effort to resolve any issues that arise between us

#### As a mentor I will:

- support my mentee with issues relating to their job hunting and general work readiness
- not tell anyone else about what we discuss, unless my mentee agrees
- treat my mentee with the respect I would expect in return
- arrive at our appointments on time
- give my mentee at least 24-hours notice if can't attend
- listen openly and give constructive feedback
- take part in the mentoring relationship in a collaborative way
- provide a reference for my mentee at the end of the relationship if appropriate
- make a good-faith effort to resolve any issues that arise between us

**Length of agreement:**

**Mentee name:**

**Date & signature:**

**Mentor name:**

**Date & signature:**

