**MODEL MENTORING AGREEMENT**

**Purpose**

This mentoring agreement aims to set out clear expectations from both the mentor and mentee prior to any mentoring sessions taking place. If both parties are aware of their individual responsibilities it is more likely an effective mentoring relationship can form. This agreement is intended as a guide and may, if necessary, be renegotiated by the mentor during the course of the relationship if in the best interests of the mentee.

**Mentoring works well when you:**

* Are open and willing to consider change where this is necessary to aid development.
* Are open to new ways of learning and working which might challenge your thoughts and ideas.
* Are honest with your mentor and yourself, particularly if you do not feel that something is working for you.
* Are ready to commit to your development by the giving and receiving of honest feedback.
* Recognise the investment being made in your development.
* Accept that commitment must come from you before you can reap the benefit.

**As your mentor I will endeavour to:**

* Be focused on you and your best interests, which include your goals and your outcomes.
* Support and encourage you while you develop to your full potential.
* Be open, objective and non-judgemental, enabling you to set and work towards your own goals and achievements.
* Ask you questions that might challenge your ideas and thoughts as you progress and develop.
* Arrange a comfortable, private venue for our face-to-face discussions.

**Confidentiality**

As a mentor, I will observe confidentially at all times, including the content and nature of our discussions, as this builds mutual trust and rapport. However, in keeping with GMC professional guidance, confidentiality may need to be compromised if there is a risk or potential risk, as follows:

* Where there is unacceptable risk to people and/or services
* Where there is a breach, or potential breach, of law or contract.
* Where the mentor and mentee agree that the issues raised cannot be appropriately managed or dealt with through a mentoring relationship.
* If the mentor feels that the mentee’s progress needs to be discussed with their line manager, which would be agreed prior to any sessions with the mentee (e.g. feeding back to a performance review).

As a mentee, however, you may decide that you wish to share your experiences with others, if you feel this is appropriate. It is important to remember, however, that your experiences are personal to you, and you should consider the impact your values and beliefs may have on others by the sharing of such information.

**Feedback**

As a mentor I would appreciate feedback on how well the sessions are meeting your needs. This is an opportunity to learn and develop with you. If you are happy to provide this I can provide a feedback sheet at the end of sessions. This is your opportunity to be honest about how you feel the sessions are assisting you to reach your goals and outcomes.

**Records**

I confirm that all records and feedback sheets will be kept confidential and secure during the course of the mentoring sessions and that, at the end of the mentoring relationship, these records will be destroyed confidentially.

**Cancellation**

In the event you wish to change a session, for whatever reason, I request at least 24 hours’ notice (except in an emergency) and, unless you have notified me otherwise, I will assume you will be attending the session. Likewise, I will offer you the same courtesy of notice, should I need to change a session.

**Timing and Duration of Sessions**

This mentoring agreement is not an open-ended contract. After our initial *‘getting to know each other’* session we agreed to meet every \_\_\_ weeks, for \_\_\_ minutes duration session. This will continue for \_\_\_ months/years. I am also happy to take phone calls/video calls between sessions by mutual consent.

This agreement will be assessed and re-negotiated, as appropriate, throughout the mentoring relationship depending on your goals and outcomes. You may, if you wish, end a mentoring session / our relationship at any time.

**Acceptance**

As an indication of your acceptance of this mentoring agreement and the terms mentioned within it, please sign and date below where appropriate and return this agreement to me.

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

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