

# (Insert name of program) Program Partnership Agreement

***Name of Mentor:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Name of Mentee:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Frequency of Communication*:**

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

***Modes of Communication:***

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***Mentee’s Top 3 Expectations for their Mentor:***

*1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Mentor’s Top 3 Expectations for their Mentee:***

*1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# Agreeing on the Mentoring Process and the Relationship

* The Mentor and Mentee acknowledge and understand the objectives of the Program and agree to participate in the Program in a conscientious, diligent, expeditious and professional fashion, with good faith towards and the best interest of both parties.
* Mentor and Mentee will agree appropriate boundaries for their relationship (including the communication and expectations detailed above) and not intrude or impose beyond what has been agreed.
* Confidentiality and mutual trust are critically important for both parties in a mentoring relationship: the Mentor and Mentee agree that during the course of the program they may become acquainted with or have access to confidential information of the other party and agree, that both during and after the program, to maintain confidentiality. The Mentor and Mentee agree that, they will not, both during and after the program for whatever reason, make improper use of this confidential information acquired by virtue of the program to gain directly or indirectly an advantage for oneself or for any other person or to cause detriment to the other party.
* Mentor and mentee must be open and truthful about the relationship itself, reviewing from time to time how it might be made more effective.
* Mentor and mentee must use their discretion to attend to and deal effectively and quickly with any potential conflicts of interest of a commercial or personal nature.
* Mentor and mentee must both respect the position of third parties, such as employers, line managers or team colleagues.
* Mentor and mentee must respect each other’s time and other responsibilities, and must not impose upon the other any obligations or make any demands beyond what has been agreed between them, and what is reasonable.
* Mentor and mentee share responsibility for the winding down of the relationship, when it has achieved its purpose.

**Role of the Mentor**

The mentor may take many roles: set an example, act as a sounding board, help build the mentee’s networks and career support. Sometimes it will be to simply be there and listen and offer another point of view. Underlying all this though, the role of the mentor is to respond to the mentee’s developmental needs and agenda, and maybe even help them to work out what these are. It is not the mentor’s place to impose their own interests on the relationship or the mentoring process.

* The Mentor may:
* assist in the developmental process of the Mentee
* act as a sounding board for ideas from the Mentee
* assist the Mentee to network with appropriate groups and individuals
* provide guidance and direction to the Mentee
* provide advice where necessary and assist with devising a career development strategy where appropriate.
* help identify appropriate needs or skills upgrading for the Mentee
* The Mentor will not:
* have involvement with the day-to-day development of the Mentee’s actual job.
* make contact with the Mentee’s immediate supervisor or employer without the express agreement of the Mentee
* The Mentee:
* as the main beneficiary of the mentoring process, will do much of the administrative work in the process, unless agreed otherwise with the Mentor
* is not obliged to follow the mentor’s guidance or advice; but
* has a responsibility to consider the guidance given in as open a manner as possible.
* will diligently complete agreed tasks or activities and report back to the Mentor appropriately about whether the desired outcome was attained.

By signing this Agreement, both parties acknowledge that they:

* have read, understood and agree to the **Terms and Conditions**, and
* agree to abide by this **(insert name of program) Program Partnership Agreement** for the term of the mentoring relationship.

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| --- | --- | --- |
| ***Mentee’s Signature*** |  | ***Mentor’s Signature*** |
| ***Date:***  |  | ***Date:*** |

***The AWRA e-Mentoring Program is delivered by AMMA, and funded by the Australian Government through the National Resources Sector Workforce Strategy***

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