

KILFINAN AUSTRALIA MENTORING AGREEMENT



This document is intended to provide an outline for discussion and agreement as you start your Kilfinan Australia mentoring relationship. As a part of this agreement, we strongly recommend that you both discuss and agree on the following:

- **An outline of mentor and mentee expectations of the mentoring process and how it will be achieved**
It's also useful to discuss measurements of success.
- **Clear goals and issues to work through in your relationship. The online self-evaluation the mentee completed prior to being matched is a helpful starting point. The issues brought up in the evaluation should not be considered set in stone but should help you both settle on some broad topics and objectives and provide a framework from which subsequent meetings can develop.**

Additionally, we recommend that at the beginning of the relationship you set a formal review timetable to monitor how progress is being made in addressing the agreed goals. Good relationships not only focus on the topics for discussion but also on how the relationship itself is working. Setting up some simple agreements on how and when you will provide feedback to each other can provide a framework to discuss issues before they become a problem. More detailed information on best practices are outlined in the Mentoring Induction document.

Mentor We have agreed upon a meeting schedule for the next year.
(Kilfinan Australia recommends meeting every six to eight weeks.)

Mentee

Mentor We have agreed how we are going to monitor the mentoring relationship and how we will provide regular feedback to each other.

Mentee

Mentor We have agreed that the mentee will lead the relationship, including scheduling meetings and preparing agendas as required.

Mentee

Mentor We recognise this is a professional relationship which will be treated as a priority and with respect.

Mentee

PRIVACY AND CONFIDENTIALITY

We commit to not sharing with anyone outside the relationship any personal circumstances relating to the other person. This includes not speaking about personal issues or using the other person's name in any group mentor or mentee meetings unless previously agreed. By signing below, we acknowledge that we have read and agree to Kilfinan Australia's Privacy Policy and Confidentiality Standard.

ANNUAL REVIEW

We will review this Agreement and evaluate our progress on an annual basis. Once this has been done, we will agree whether the mentoring relationship should continue, and if so, what the goals are for the next 12 month period. We will report the outcome of this discussion to Kilfinan Australia.

Mentor's signature

Mentee's signature

Date

Date