

## Mentoring Agreement Template

**The Resilience Programme** is a new initiative to help and support makers to benefit from mentoring as a means of supporting their personal and professional development. This Mentoring Agreement Template has been designed to help participants adopt good practice and to clarify the practical arrangements in the mentoring relationship.

### This agreement is between the following parties

**Mentee Name**

**Contact details**

**Mentor Name**

**Contact details**

**Meeting Details**

**Dates**

**Duration**

**Location**

**Arrangements  
for cancellation**

## Objectives for the Mentoring Relationship

The more specific you can be about the aims and objectives of the mentoring relationship the more easily you can chart your journey and evaluate the success of the time spent working together. SMART objectives - Specific, Measurable, Achievable, Realistic and Timetabled are very useful here. For example a SMART objective might identify 6 potential new outlets for specific product ranges within the next 3 months. Between 3 and 5 objectives are usually plenty to be working on, as each may have their own set of associated actions.

### Objective 1

### Objective 2

### Objective 3

### Objective 4

### Objective 5

## Confidentiality

Everything discussed in meetings will remain confidential between the two parties, unless otherwise agreed.

The ownership of intellectual property by one party will be respected by the other. If any information of a particular sensitive nature is to be shared you should consider creating a separate non disclosure agreement.

Mentoring is not advice and the support offered in a mentoring role is on a personal basis only.

**Mentee  
signature**

**Date**

**Mentor  
signature**

**Date**