

## MENTORING PARTNERSHIP AGREEMENT

“We make a living by what we get, we make a life by what we give.” — *Winston Churchill*

We, (names of mentor and partner), agree to the following goals as the focus of our mentoring agreement:

- to establish a career development path that will prepare (name of partner) to take on greater leadership responsibilities within the organization;
- to engage in an in-depth analysis of (name of partner) leadership style and challenges;
- to examine ways in which (name of partner) can build on strengths and exhibit stronger leadership within current classification;
- to develop greater skill in using constructive confrontation, challenging and feedback techniques; and
- to learn ways to contribute to a balance between work and family life.

We have discussed different ways to work together and have agreed that a collaborative, mutually beneficial approach where we share responsibility for ensuring that the partnership works for both of us. To accomplish this we agree to:

Place the highest priority on our meetings and will only cancel or reschedule on an emergency basis;

Meet on a weekly basis for the first three months with at least one email or telephone contact in addition every week;

Determine in the last of the three months whether to keep meeting weekly or change our meeting frequency;

Alternate at the end of each meeting taking charge of setting the time and place for the following meeting;

Normally we will meet outside of business hours and take responsibility for our own meal costs if we meet during lunch or meal times;

Keep our own notes and records and pay particular attention to any action plan requirements;

At the end of each meeting we will take time to develop agenda items for the following meeting.

We recognize that the nature of our conversation may include sensitive or private topics and so we agree to the following confidentiality policy:

What we discuss with each other will remain with us;

We will not report to supervisors or managers or any others in our organization any of the content or aspects of our conversations;

We will agree ahead of time as to whether certain topics or specific comments or discussions are to be shared with anyone else; and

Recognize that this mentoring relationship does not include the mentor acting as a public or organization advocate for the career advancement of the partner;

In order to further learning goals, the following opportunities and guidelines will be implemented:

Attend executive management team meetings as the mentor's guest and following the meeting spend time debriefing the experience;

Participate in leadership training opportunities provided by the organization and within the learning community;

Seek volunteer community board leadership opportunities;

Design leadership training activities that can be implemented within current department; and

Prepare briefs on partner-chosen leadership topics;

We are committed to making our mentoring relationship work and to this end we will engage in the following activities:

Maintain our regular meeting schedule until we have accomplished our goals or for a maximum of 16 months;

At the end of the 16 month period we will determine whether it will be beneficial to continue and what modifications may be necessary;

Review our learning goals every two weeks and provide each other feedback about our progress, satisfaction, and our assessment as to the degree to which our needs are being met;

Review our mentoring agreement on a monthly basis to ensure it reflects the factors we believe are important;

Should one of us decide it is no longer beneficial for us to continue in the mentoring relationship, we will discuss our viewpoints with the other person before taking any action;

If we decide to mutually end the relationship, we shall engage in an appropriate closure activity that will focus on what we have learned from each other; and

If we disagree as to the suitability of continuing the mentoring relationship, we may seek outside assistance to help us create a more mutually acceptable conclusion.

Signed:

Mentor:

Partner:

Date: