Agreement between mentor and mentee

Name of Mentee: ___________________________

Name of Mentor: ___________________________

We wish to cooperate within the framework of the Mentoring-Programs.

1 Conditions

We agree to/that,

- meet regularly _____ times per year. Our mentoring-partnership begins in ___________ and ends in ____________.

- taking ...... time for each meeting. This depends upon the topics.
  - less than 30 minutes
  - between 30-60 minutes
  - between 60-90 minutes
  - more than 90 minutes

- □ the mentee □ both of us
  establish contact between each other via
  - e-mail,
  - telephone
  - at our workplaces
  - at home
  and we answer within _______ days/weeks.

- We are not available during these times:
  - Mentee: ____________________________
  - Mentor: ____________________________
2 Aims and topics

Our confidential talks have the aim to (e.g. support the professional and/or personal development of the mentee):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

These are our main topics:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

3 Intention

We are both prepared to

- take responsibility for the success of our mentoring-partnership,
- treat all talks as highly confidential,
- tolerate the partner’s limits,
- respect different points of view,
- address occurring problems, disturbances or insecureness and jointly look for means to solve them (if necessary with the support of the programme coordinator),
- give each other open and positive feedback.
4 Termination of the mentoring partnership

If conflicts occur, we have the possibility to conclude our mentoring-partnership ahead of schedule. However, the claim of confidentiality remains. In this case, we would meet for a final talk. This is also the case, if we have reached our agreed aims or if we wish to end our partnership due to other reasons.

If the mentoring-partnership is ended ahead of time, the mentee will inform the programme coordinator immediately.

________________________________________________________________________

place, date

signature of mentee

________________________________________________________________________

place, date

signature of mentor