

Mentoring network: Agreement form

This is a suggested template to frame a conversation around ways of working together.

Experience has shown that having this open discussion, discussing boundaries and limitations, and setting some objectives for this new mentoring network will help you both get the most out of it.

Please note: you do not need to return a copy; this is a document just for you.

Part A: Clarifying expectations - please talk through each one

1. Confidentiality

Pairs or circles agree to respect each other's privacy and understand that all information disclosed during mentoring sessions will be kept strictly confidential. Your participation on this programme is also confidential. Are there any exceptions to the confidentiality rule?

2. Frequency and Location of Meetings

As part of the 6-month mentoring programme, you have agreed to meet face to face for a minimum of 4 x ~1h sessions. Frequency, and location of these meetings will be influenced by the content of the sessions, and by your other commitments and responsibilities.

3. Communication

It is useful to clarify upfront expectations on what communication (content, frequency, methods) each party is expecting between meetings. What happens if either of you needs to cancel a meeting? What happens if no email response is received? Please note that it is the mentee's responsibility for keeping up momentum and keeping in touch to book meetings.

4. Feedback to Each Other

A highly recommended way to get the most out of the programme is by having an email exchange after each session about what has worked well, and how to go forward productively. Some example questions mentees can answer after each session are provided below.

Mentees - it is your responsibility to send feedback to the mentor. This will help them get it right for you.

Mentors - it's your responsibility to take this into account, why not take the time to ask the mentee how it went for them?

It is recommended that at the end of each session, the mentor asks

What worked well today.....?

What would work even better if

1. How useful was our meeting for you and please say why this is?
2. What would you like me to do more of in the session? What would you like me to do less of?
3. Did you notice your thoughts changing positively/negatively during the session? What triggered this?
4. Are you doing/do you plan to try out doing anything differently going forward?

5. Re-matching or leaving the programme

If either party is unhappy with the mentoring match, the relationship can be ended. To do this you will need to speak to Kathryn Miller as soon as possible or email: asd-leadership@bristol.ac.uk.

Part B: Some dimensions for you to discuss and agree:

6. Mentoring Dimensions for Agreement

It's good to start by spending some time getting to know each other. What do you have in common?

It will be useful for you to talk through the following to help your partnership take a direction that you are both/all happy with:

What tone will the sessions take?

What elements do we want to include?

Do we want this partnership to be formal/informal?

What outcomes are we looking for?

Questioning and exploration of the mentee's (or mentees') issues?

Open listening and empathy?

Developing problem solving skills?

Support through a career transition?

Giving advice and sharing experiences?

Challenging the mentee(s) to develop and progress?

7. Focus of the Mentoring Relationship

We agree to focus on the following 2 mentee objectives during our mentoring sessions. These objectives may be revised as the programme progresses. (Amend as required for a Mentoring circle.)

1.

2.

Anything else we want to talk about that will influence/affect the mentoring partnership?

8. Signatures: We are happy with this preliminary agreement and will use it to keep on track.

Mentor	
Mentee (or mentees if in a mentoring circle)	