

Mentor-Mentee Contract for Speedy Mentor Event

Event Details:

- **Event Name:** Speedy Mentor Event in Performance Improvement
- **Date:** February 5th
- **Time:** 4:00 pm - 5pm PT / 7:00 – 8:00 pm ET
- <https://us02web.zoom.us/j/89651120299>

Mentor:

- **Name & Contact Information [Email/Phone Number]**
- Dawn Snyder dawn@dawnsnyderassoc.com 614-581-7073
- Steve Villachica SteveVillachica@boisestate.edu, 970-371-4627
- Megan Renaldo Megan@renaldoandco.com 208-991-8491

Mentee Information:

- **Name & Contact Information:**

Objectives:

1. To provide mentees with valuable insights and advice in the field of Performance Improvement.
2. To facilitate meaningful connections and networking opportunities.
3. To offer personalized feedback and strategies for professional growth.

Mentor Responsibilities:

1. **Preparation:** Review the mentee's background and goals prior to the event.
2. **Guidance:** Provide clear, concise, and relevant advice during the mentoring session.
3. **Support:** Foster a supportive and encouraging environment.
4. **Follow-up:** Be available for brief follow-up questions post-event, if necessary, for up to 15 minutes per mentee within 30 days following the event.

Mentee Responsibilities:

1. **Preparation:** Submit any specific questions **at least 3 days** prior to the mentoring session and come prepared with additional questions or topics for discussion.
2. **Engagement:** Actively participate in the mentoring session and be open to feedback.
3. **Respect:** Respect the mentor's time and effort by being punctual and focused during the session.
4. **Application:** Apply the advice and strategies discussed to your professional development.

5. **Confidentiality:** Both parties agree to maintain confidentiality regarding any sensitive information shared during the mentoring session.

Specific Questions (to be completed by Mentee):

Name

**Your
Questions**

1

Cancellation Policy:

- Cancellations are allowed up to 3 days before the event. Please notify us by **February 3rd** if you need to cancel.
- Waiting lists are enabled for this event. If you cancel, your spot will be offered to the next person on the waiting list.

Agreement:

By signing this contract, both parties agree to the terms and conditions outlined above and commit to making the most of this mentoring opportunity.

Signature of Mentor (Please type your name below):

Dawn M. Snyder
Steven W. Villachica
Megan Renaldo

Date: 1/25/2025_____

Signature of Mentee (Please type your name below):

Deana L. Brown

AbbyFuxan

Tanvi Chitroda

Date: __2/4/2025_____

Mentor-Mentee Contract for [Event Name]

Event Details:

- **Event Name:** [Event Name]
- **Date:** [Event Date]
- **Time:** [Event Time] [Time Zone]

Mentor Information:

- **Name & Contact Information:**
[Mentor Name]
[Mentor Email]
[Mentor Phone Number]

Mentee Information:

- **Name & Contact Information:**
[Mentee Name]
[Mentee Email]
[Mentee Phone Number]

Objectives:

1. To provide mentees with valuable insights and advice in the field of [Field/Topic].
2. To facilitate meaningful connections and networking opportunities.
3. To offer personalized feedback and strategies for professional growth.

Mentor Responsibilities:

1. **Preparation:** Review the mentee's background and goals prior to the event.
2. **Guidance:** Provide clear, concise, and relevant advice during the mentoring session.
3. **Support:** Foster a supportive and encouraging environment.
4. **Follow-up:** Be available for brief follow-up questions post-event, if necessary, for up to 15 minutes per mentee within 30 days following the event.

Mentee Responsibilities:

1. **Preparation:** Submit any specific questions at least 3 days prior to the mentoring session and come prepared with additional questions or topics for discussion.
2. **Engagement:** Actively participate in the mentoring session and be open to feedback.
3. **Respect:** Respect the mentor's time and effort by being punctual and focused during the session.
4. **Application:** Apply the advice and strategies discussed to your professional development.

5. **Confidentiality:** Both parties agree to maintain confidentiality regarding any sensitive information shared during the mentoring session.

Specific Questions (to be completed by Mentee):

Name	Your Questions
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[Mentee Name]	[Question 1]
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[Mentee Name]	[Question 2]
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Cancellation Policy:

- Cancellations are allowed up to 3 days before the event. Please notify us by [Cancellation Deadline Date] if you need to cancel.
- Waiting lists are enabled for this event. If you cancel, your spot will be offered to the next person on the waiting list.

Duration and Format:

- The mentoring session will last for [Duration], from [Start Time] to [End Time] [Time Zone] on [Event Date].
- The format will be [Format Type], allowing for focused and efficient discussions.

Agreement:

By signing this contract, both parties agree to the terms and conditions outlined above and commit to making the most of this mentoring opportunity.

Signature of Mentor (Please type your name below):

[Mentor Name]

Date: _____

Signature of Mentee (Please type your name below):

[Mentee Name]

Date: _____