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## Level Two Practicum Mentor – Level Two Candidate Operating Agreement

*The use of this agreement is optional but recommended.* The Aquarian Trainer Academy has created this Operating Agreement as a support tool for the Level Two mentoring relationship. The purpose of this agreement is to enhance the success of Lead Trainers as they mentor and guide Level Two Candidates through the Level Two Pathway. This agreement allows each party to understand his/her responsibilities and expectations in this relationship; and it is designed to guide the L2 Practicum Mentor and L2 Candidate in an open and honest dialogue about the commitments required.

As the L2 Practicum Mentor and L2 Candidate prepare to enter into this Operating Agreement, they should review and confirm their understanding of the [Level Two Competency Evaluation Form](#). The L2 candidate completes this form and then discusses it with the L2 Practicum Mentor. This is a fundamental method for identifying current skill level and experience, as well as identifying and establishing areas that need development. This process will assist both the L2 Practicum Mentor and L2 candidate in creating and agreeing to a development process.

*Note: It is important to recognize the nature of development is based on the ability to develop and demonstrate the skills and knowledge to deliver the Level Two modules successfully to the students.*

### Discussion Guidelines

Prior to signing the operating agreement, it is recommended that you discuss the following questions in order to clarify responsibilities and expectations for both the mentor and the mentee.

1. Have you agreed upon the key areas identified for development?
2. After considering your specific Level 2 program,
  - a) What are the candidate's primary responsibilities?
  - b) What new skills will be developed or strengthened?
  - c) Have any key topics been assigned for the candidate to teach?
3. Have periodic meeting times and goals (benchmarks) been established, (i.e. *periodic planning meetings, competency evaluations at the beginning and end of the course by mentor and candidate, debriefings at the end of each session, etc.*)?
4. Have you discussed any possible unspoken assumptions regarding expectations?
5. What type of financial arrangement, costs/fees, or seva (energy exchange) are associated with this agreement, if any?
6. Does the L2 Practicum Mentor have expectations above and beyond KRI's basic requirements? If so, be sure to discuss and note these expectations before completing the agreement.

### Mentor/Mentee Operating Agreement

#### MENTOR (L2 Practicum Mentor)

Role: Provide advice, consultation, resources, & mentoring support at Professional and Lead Trainer level.

Responsibilities: (not limited to just these responsibilities)

- Assist the Candidate in identifying and developing the required competencies, along with ideas on how to build and improve both personal and technical skills.
- Establish a development plan for the candidate and provide guidance.

- Assist candidate in identifying development resources that will help him/her grow as a Level Two Trainer and address any issues encountered.
- Share lessons learned and best practices with Candidate.
- Provide ongoing support and encouragement to the Candidate.
- Observe the Candidate teaching.
- Meet regularly with Candidate
- Document candidate's accomplishments, challenges, and successes (as part of their post-program competency review).
- Maintain confidentiality of information shared in mentoring sessions based on boundaries established by candidate and KRI.

## **L2 TRAINER CANDIDATE**

Role: Actively participates in the [\*\*KRI Level Two Trainer Pathway\*\*](#) through participation in the delivery of module material and regular meetings with the Mentoring Lead Trainer.

Responsibilities: (not limited to just these responsibilities)

- Commit to full participation in the KRI Aquarian Academy Level Two Trainer Pathway
- Required to attend all sessions of the Level 2 module they participate in.
- Commit to participating in regular reviews, including assessment of competencies
- Work with Mentoring Lead Trainer to identify education/training resources and development opportunities for professional growth.
- Actively pursue goals and objectives identified with the assistance of the Mentoring Lead Trainer.
- Engage in regular meetings with Mentor (before/during/after the Level Two training program).

## **Financial Agreement**

*[Insert any fee arrangements here]*

## **Additional Requirements (beyond KRI guidelines)**

*[Insert any additional expectations here]*

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**I have reviewed and understand the essential functions of my role, and I agree to uphold this operating agreement. KRI is available to support the resolution of any issues between the parties in this agreement.**

### Mentor

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### L2 Trainer Candidate

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

L2 Trainer Candidate's Current Level within the Academy \_\_\_\_\_