



# MENTOR/MENTEE CONTRACT

## PURPOSE

At the beginning of a coaching relationship, it is helpful to lay out the expectations of your commitment to one another to ensure you're on the same page. This is a two-way street: to foster a successful relationship and reach your goals, both the Mentor and Mentee need to uphold their commitment. To start strong, complete this contract together during your first weekly meeting. Then, feel free to come back to it throughout the program to ensure you're living up to the commitments you made.

## GETTING ORGANIZED

1. How often will we meet and how long will our meetings be? *(Expectation is weekly for 1 hour - certainly some meetings may need to be rescheduled and some may not last the entire hour)*
2. What day and time will we meet? Set a recurring calendar event now!
3. How will we meet? What video conferencing app will we use?
4. If we exchange emails throughout the week. How quickly should we expect to hear back from each other?
5. We may have documents and other resources to share with one another. Is there a common (online) space where we want to store these items? (Google drive, dropbox etc.)
6. What's the best way to contact one another? What are our phone numbers and emails?

## TROUBLESHOOTING

7. What should we do if either of us is going to be late to a meeting?



8. What should we do if either of us needs to miss a meeting?

9. What happens if one of us is consistently late or missing meetings? What if one of us breaks the commitment we made in the above answers (#7&8)?

10. How will we hold ourselves accountable to the tasks we commit to doing each week? What happens if one of us does not complete a task we said we would complete?

11. How does each of us feel about giving and receiving feedback? How can we create a safe space to share feedback with one another?

## CELEBRATION

12. In our journey together, what will be important to celebrate?

13. In what ways do we like to be celebrated?

## SEAL THE DEAL

As in any contract, it's important that each of you signs this document to agree you will uphold the commitments you've laid out. In signing the contract, you are giving your word, which is a very powerful statement! The next step is to live out your commitment to one another.

### MENTEE

Name:

Signature:

Date:

### MENTOR

Name:

Signature:

Date: