

# Micro-Mentoring Agreement

## 1. Introduction:

This informal and non-legal micro-mentoring agreement is an informal agreement made between **[Mentor's Name]**, hereinafter referred to as the **Mentor**, and **[Mentee's Name]**, hereinafter referred to as the **Mentee**, as part of the Micro-Mentoring Initiative facilitated by the Micro-Mentoring Program. The **Micro-Mentoring Program Team**, as a stakeholder, oversees the implementation and effectiveness of the program. This agreement outlines the expectations, duties, and agreed-upon mentoring details for both parties and is not a legally binding document.

## 2. Expectations:

### Mentor:

1. Provide guidance, support, and advice based on personal and professional experiences.
2. Encourage personal and professional growth through constructive feedback and encouragement.
3. Maintain confidentiality regarding mentee discussions and information shared during mentoring sessions.
4. Commit to regular communication and availability for scheduled mentoring sessions.
5. Act as a role model and advocate for the mentee's success.
6. Communicate progress, report issues and keep the Micro-Mentoring Program team informed about the progress through email and/or feedback forms sent out by the team.

### Mentee:

1. Be proactive in seeking guidance, asking questions, and sharing challenges and goals with the mentor.
2. Demonstrate openness to feedback and willingness to implement suggested strategies for growth and development.
3. Respect the mentor's time and commitments by following scheduled meetings and communication protocols.
4. Maintain confidentiality regarding mentor discussions and information shared during mentoring sessions.
5. Take ownership of personal and professional development goals and actively work towards achieving them.
6. Communicate progress, report issues and keep the Micro-Mentoring Program team informed about the progress through email and/or feedback forms sent out by the team.

## 3. Duties:

### Mentor:

1. Provide guidance and advice on career development, industry insights, and skill enhancement relevant to the mentee's goals.
2. Share personal experiences, successes, and challenges to facilitate mentee learning and growth.
3. Offer constructive feedback and support the mentee in setting and achieving short-term and long-term goals.
4. Serve as a resource for networking opportunities, professional connections, and industry insights.
5. Support the mentee in developing communication, leadership, and interpersonal skills necessary for success.
6. Must communicate progress, report issues and keep the Micro-Mentoring Program team informed about the progress through email and/or feedback forms sent out by the team.

### Mentee:

1. Come prepared for mentoring sessions with specific topics, questions, or challenges to discuss.
2. Actively listen to mentor feedback and incorporate suggestions into personal and professional development plans.
3. Communicate openly and honestly with the mentor regarding goals, aspirations, and areas needing support.
4. Take initiative to seek additional resources, opportunities, and experiences to enhance learning and growth.
5. Demonstrate commitment to self-improvement and actively engage in activities and tasks agreed upon with the mentor.

6. Must communicate progress, report issues and keep the Micro-Mentoring Program team informed about the progress through email and/or feedback forms sent out by the team.

#### Micro-Mentoring Program Team:

1. Monitor mentor-mentee relationships to ensure they adhere to the terms outlined in this agreement and align with the objectives of the Micro-Mentoring Program.
2. Address any reported issues or concerns regarding mentor or mentee behaviour or engagement promptly and impartially.
3. Provide support and guidance to mentors and mentees as needed to facilitate productive and meaningful mentoring relationships.
4. Evaluate the effectiveness of the mentoring program and make recommendations for improvements or adjustments as necessary to enhance participant satisfaction and outcomes.
5. Exercise the authority to intervene and take necessary actions, including termination of the mentoring contract, in the event of a reported mentor or mentee's unresponsiveness or failure to fulfil their obligations as outlined in this agreement.

## 4. Agreed-upon Mentoring Details:

### Frequency

Mentoring sessions will take place [frequency] for a duration of [duration] each session.

### Mode of Communication

Mentoring sessions will be conducted via [modes of communication], with additional communication as needed via email or phone.

### Topics of Focus

The mentoring relationship will focus on [topics of focus] including but not limited to career development, industry insights, communication, leadership, and interpersonal skills.

### Confidentiality

Both parties agree to maintain confidentiality regarding all discussions and information shared during mentoring sessions.

### Duration

The mentoring relationship will commence on [start date] and continue for a duration of [duration], with the option to extend by mutual agreement.

## 5. Termination:

Either party may terminate this mentoring agreement by providing written notice to the other party. Termination should be conducted professionally concerning the mentoring relationship and the contributions made.

## 6. Intervention Clause:

If a mentor or mentee is reported as unresponsive or fails to fulfil their obligations as outlined in this agreement, the Micro-Mentoring Program Team reserves the right to intervene and take necessary actions, including termination of the mentoring contract. The team will conduct a thorough investigation and provide both parties with an opportunity to address any concerns or issues raised. If deemed necessary, the committee may terminate the mentoring relationship to ensure the integrity and effectiveness of the program. All decisions made by the team in this regard will be final.

## 6. Agreement:

By signing below, all parties acknowledge that they have read and understood the terms of this mentoring agreement and agree to abide by its provisions.

This mentoring agreement is **not a legal document** and is intended as an informal agreement between the stakeholders, mentor and mentee. It is effective as of the date of the last signature. It remains in effect for the duration specified herein unless terminated earlier by mutual agreement or as provided in this agreement.

**Mentor's Signature:**

**Date:**

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**Mentee's Signature:**

**Date:**

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**Micro-Mentoring Initiative Lead (Stakeholder) Signature:**

**Date:**

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