

On-site Learning Place: Mentoring Agreement

NOTE: This is a template - make a copy for you before filling in - thanks :-))!

Mentee Name and contact details	
Mentor Name and contact details	
Time-window(s) *Plan A and B (maybe C)*	
Place and duration of LP *Where it will happen? How many working days?*	
Link to your Application *for further details*	

1. Purpose of the Learning Place

a) Description of learning (or development) goals

The longer term development goal in terms of skills and/or personal development - one, two or three of them. E.g. describe it in terms of "Field of Competency" or Skill, like "project management" or "processing learnings of an evaluation", "bottom-up strategy development" etc.

b) Desired outcomes from mentee

What you want to take home? Consider two weeks *LP is not a lot of time, but sufficient to really reach a step or two in your development - what could it be? [this is important to know for the mentor, he will also feedback in order to find out that demand and offer more or less will fit.*

c) Development intention of NRO, LM or L&D

What does your line manager or L&D manager wants you to learn or develop? Just the same or something in addition? Let your line manager fill in this box.

d) Goals or intentions of the mentor, if any specific

The mentors turn - let her or him fill in the box, if there is anything.

2. Activities, tasks of the mentee during the LP *[mentor starts this chapter]*

The basic DEAL: The mentor is investing time in preparation and also in taking care during the LP, therefore the mentee is adopting some work of the mentor ("learning-by-assisting").
@Mentor: Seek beforehand for opportunities for "shadowing", i.e. work that you have anyway to do and therefore is not additional workload - it is, however, never 100% shadowing possible.
Please add here the first **general possibilities, including work rules** ...

… and here the specific **tasks and shadowing** opportunities, as known so far

3. Preparation, next steps and responsibilities

What	***Who, when or how - remarks***
Logistics like visa and invitation open separate preparation doc (**check-out the detailed checklist** here - best mentee makes a copy of it for own purpose)	
Block the time (like holidays): *make sure that you're free from daily business jobs during your LP time in order to make the most of your learning journey!*	
Background documents: *Mentors should provide written materials for the mentee to read in advance.*	

Language Check: Since English is the LPs language, mentees need to be equipped with solid English language skills. Mentors, please be aware that some events like meetings might need special preparation in case your office language is not English (e.g. team meetings being held in English, translation of documents etc.)	
On request, a **preparation talk** about learning goals can be arranged between mentee, mentor and LP manager.	
Kick-off talk: After the "Mentoring Agreement" is signed off, the mentee is to organise a kick off talk with mentor, at least two weeks prior to the start of the Learning Place.	
Rough time plan for the LP duration (day by day), including a debrief and preparation meeting (if possible: every day, e.g. start with a tea or coffee together).	
Prepare introduction on spot: Inform the team, and determine point persons for specific tasks (e.g. logistics) and think about how to do vocational adjustment (process).	
Feedback and evaluation. , talk 1: Last day of the LP, on spot face to face, lead by mentor. talk 2: Agree on the first talk to have a second one about one ot two month later, fix the date already. Evaluation: Fill in the online-questionnaires right after you've received the link	Mentee and mentor are in charge to not only do the online evaluation survey but also to have a feedback talk.

4. The follow up

The most important part: The objective of the Learning Place is not the LP itself, but the "improved or amended practice" of the mentee after the LP, i.e. it is key to assure transfer (line-manager) and a bit of fellow-up by the mentor

1. Before the LP: Beside involving the line-manager whilst identifying the learning goals, think about: What to do to implement the learnings into the practice after the LP already beforehand - Seek support of the LM and the L&D manager

Result: ……...…….

……...…….

2. During/right after LP - mentee's tasks:

- ❏ Agree with mentor to have at least one follow-up call (better more) - fix date and time at the end of LP.
- ❏ Prepare the talk with your LM when you'll be back, best with support of the mentor: How to transfer the learnings? What are the risks that it does not happen, how to prevent?

5. Budget - cost estimations in Euros

What	***How much in €***	***Who pays how much?***
Flight(s) or train		**LP/LCLC:** **NRO:**
Other costs **(insurance, visa, airport tax, etc.)**		
Per diem*		**must be agreed between mentee + home office:** **Mentee contribution:** **Office contribution:**

Accommodation		
Total		

Commitment and Signing off

Both parties - mentee and mentor - are aware that a “mentoring journey” can only be a success when both side are committed in basic norms are met, namely agree

- to protect each other’s privacy and integrity
- that the mentee will take the lead to organize dates
- that the mentee “is allowed” to address openly problems and challenges at work to be able to develop in these areas as well, i.e. to provide together a safe space and agree on confidentiality.
- that the mentor concentrates on to listen and to ask questions
- to have secured the support of the mentee’s line manager to dedicate time to this process.

_____(date)_____

mentees name

_____(date)_____

mentors name