

Mentoring Agreement:

This form is designed to outline the goals and expectations that both the mentor and the mentee have for their relationship. This form acts as a contract to help spell out the expectations that the mentor and the mentee have for their relationship. After both the mentor and the mentee come to an agreement about these expectations this form should be signed and a copy should be sent to me.

Dan Kuester, DUS, etc....

Mutual Expectations

1. We agree that our primary mode of contact will be
 - a. In person
 - b. On Skype
 - c. By Phone
 - d. By email
2. In general we agree to meet how often? (This can be renegotiated if necessary)
 - a. Once a week
 - b. Twice a month
 - c. Once a month
 - d. Other
3. If my mentor/mentee leaves me a voice mail or email I will respond within.
 - a. One day
 - b. Two Days
 - c. Three Days
 - d. Other (please specify)
4. If one of us cannot make a planned meeting, how will we get in touch?
5. Our next meeting will take place.....

Goals and Expectations

1. As a mentee my goals from this mentoring relationship are (be sure to be as clear as possible and let your mentor know if you feel this has not been fully clarified)....
2. As a mentor my goals from this mentoring relationship are....
3. The main actions we plan so we can achieve these goals are as follows...

Mentor's signature

Mentee's signature