Mentoring & Confidentiality Agreement

Between:

Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information:

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Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We understand that the successful partnership of mentor/mentee will be successful when based on trust, honesty and confidentiality. This includes a commitment by both, to:

* Meet regularly
* Be on time, and to agree upon time frames during mentoring sessions
* Be present
* Follow through and follow-up
* Respect alternative perspectives
* Keep all dialogue and communication confidential at all times, *(except when specified by law)*
* Recommend alternatives, such as coaching, counseling or guided learning/tutoring, if applicable at any time
* Understand that all decisions made by the Mentee are the sole responsibility of the Mentee

The Mentee wishes to pursue the following goals during the one-year agreement:

(Subject to change)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The length of mentoring shall be 10 months (September 2021 - June 2022), unless otherwise specified by mutual agreement.

The Mentor will:

* Work with the Mentee in regular sessions (monthly) of 1 – 2 hours in person, by phone, electronically or at a mutual convenience
* Initiate the first session before mid-October, 2021 (complete Agreement, and discuss Terms of Engagement)
* Attend a check-in session with their Mentee in January, 2022 to conduct a review of the program and provide an update of the relationship
* Attend the Graduation program in June 2022.
* Attend a debriefing meeting or respond to a survey to assist in improving the Mentoring Program.

The Mentee will:

* Be respectful of and make good use of the Mentor’s time and resources
* Use the expertise of the Mentor to achieve goals/objectives
* Arrange to meet the Mentor (Mentee takes the initiative) at convenient times (1 – 2 hours monthly)
* Attend a check-in session with their Mentor in January, 2022 to conduct a review of the program and provide an update of the relationship.
* Attend the Graduation program in June 2022.
* Attend a debriefing meeting or respond to a survey to assist in improving the Mentoring Program

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please keep a copy for each of you. Send a copy to* [*rebecca.johnson@thunderbay.ca*](mailto:rebecca.johnson@thunderbay.ca)