**Mentoring Agreement Form**

The first meeting in a mentoring relationship is crucial. This is where the mentor and mentee set out how the relationship will work and agree the objectives and outcomes to be achieved. The key objective of the first meeting is to produce an agreement that will underpin what the relationship is about and how it will operate.

Please be sure to complete this form together at your first meeting. Both parties should sign the form and return it to XX at [xx@unicef.org](mailto:xx@unicef.org).

Please note that this form is not meant to be a record of your first conversation. It is only meant to ensure that the objectives and expectations of the mentoring relationship are clear and agreed with both the mentor and the mentee.

|  |  |
| --- | --- |
| **Mentor’s name:** | **Mentee’s name:** |
| **Professional Development Objectives**  What are the key learning and professional development objectives that your mentoring relationship will focus on? Please be **very specific** about the objectives as they will serve as the evaluation criteria at the end of the mentoring pilot. | |
| **Confidentiality**  What agreements, if any, have you made about confidentiality? | |
| **Meetings**  How often will you meet? How long will the meetings last? How will they be conducted (Skype, telephone, etc.)? | |
| **Communications**  How will you communicate with one another between meetings? Have you expressed any expectations or made any commitments about any communications outside of the mentoring meetings? | |
| **Signatures**  This document reflects the agreements that we enter into at this point in time. We both understand the terms of this agreement may be changed at any time and that we agree to document such changes in writing.  Mentor’s signature and date:  Mentee’s signature and date: | |