

## Mentoring Agreement Form

**Practicalities:** Agree mentoring session format, focus and frequency (e.g. face-to-face, email, telephone, video-based, digital or a mixture of these).

**Agreed Objective(s):**

### As the Mentee...

- I will be honest about my challenges and what I want to achieve
- I will be appropriately prepared for my mentoring sessions
- I will put effort into generating solutions and achievements
- I will take action towards my mentoring goals, including completing any agreed actions before the next mentoring session takes place
- I will accept full ownership and responsibility for all actions I take as a result of mentoring

### As the Mentor...

- I will help you set reasonable goals and focus on achieving them
- I will ask you to do more than you will have done on your own
- I will challenge your assumptions to help you move from where you are to where you want to be
- I will be your sounding board and ask questions to help you see more choices
- I will give you honest feedback and expect the same from you
- I will follow up with you any plans and/or agreed actions

### Confidentiality...

- We will keep each other's personal contact information private
- We will not disclose information about each other/our work places without consent
- We will keep the content of our mentoring confidential unless otherwise agreed

### Evaluation...

- We will evaluate progress with each other to ensure that objectives are being met and that the process is benefiting the mentee

<b>Participant Name:</b>	<b>Participant Signature:</b>	<b>Date:</b>
<b>Mentor's Name:</b>	<b>Mentor's Signature:</b>	<b>Date:</b>

## Evaluation:

To be sent in separately by both parties. Email to [leadershipacademy@havering.gov.uk](mailto:leadershipacademy@havering.gov.uk)

**Name of Mentee:**

**Name of Mentor:**

**Period Covered:**

**Start:**

**End:**

<b>To be completed by: The Mentee</b>	Agree	Disagree	Neither agree nor disagree
1. I feel more confident about achieving my goals following my mentoring sessions...			
2. I have greatly valued the support and advice of my mentor...			
3. I would recommend the HAL Mentoring Programme to other leaders...			
4. My leadership has improved as a result of taking part in the programme...			
5. The mentoring process has made me consider things in different ways and from different perspectives...			
6. The Mentoring Programme was successful and met my expectations...			
<b>Further Comments</b> (eg advice to mentors or mentees; things you have learnt; reflections on processes, etc)			

<b>To be completed by: The Mentor</b>	Agree	Disagree	Neither agree nor disagree
1. The mentoring relationship worked well and was a positive experience for both...			
2. I would recommend the HAL Mentoring Programme to other leaders...			
3. I have learnt a great deal by taking part in the programme...			
4. Being a mentor has been positive in terms of my <u>own</u> professional development...			
5. The Mentoring Programme was successful and met my expectations...			
<b>Further Comments</b> (eg advice to mentors or mentees; things you have learnt; reflections on processes, etc)			