



## Mentoring working agreement

Agreement between

**Mentee**

*and*

**Mentor**

Name:

Name:

Email:

Email:

Phone:

Phone:

### Organisation and structure of the mentoring meetings

How frequently and how long should we meet?

Is there a preferred time of day for our meetings?

Where should we meet?

How are we available for each other? Which forms of communication do we use?

How do we handle rescheduling?

How do we prepare our meetings?

## Expectations and target agreements

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What do we expect from each other?

- Expectations towards the Mentee:
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- Expectations towards the mentor:
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- Which goals would the mentee like to achieve during the program period?
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- How do we recognize that the mentoring objectives have been achieved?
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## Ending the mentoring work

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Our official mentoring relationship ends with the closing event. We are free to continue the mentoring relationship in this constellation on an informal basis beyond participation in the program.

*We are open and respect different perspectives and opinions that arise in mentoring. We promote a productive working relationship by giving each other feedback after each mentoring meeting. In this way, we ensure that we have understood each other's perspectives and can clear up any misunderstandings that may arise at an early stage.*

**We declare that we will treat all discussions in absolute confidence and will not pass them on to third parties.** This is vital to ensure a trusting and successful working relationship. The confidentiality regulation also applies beyond the official participation in the mentoring program.

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Place, date

Signature Mentee

Signature Mentor