



# 2 Mentoring Agreement Templates To Get Started



## Introduction

Most businesses use a mentor-mentee agreement template when creating one for their organization to ensure that all the key elements are included.

A mentoring agreement doesn't need to be overly complicated to be effective. We've created two templated agreements for you — each is ready to use immediately.

- Standard mentoring agreement
- Just-the-basics agreement

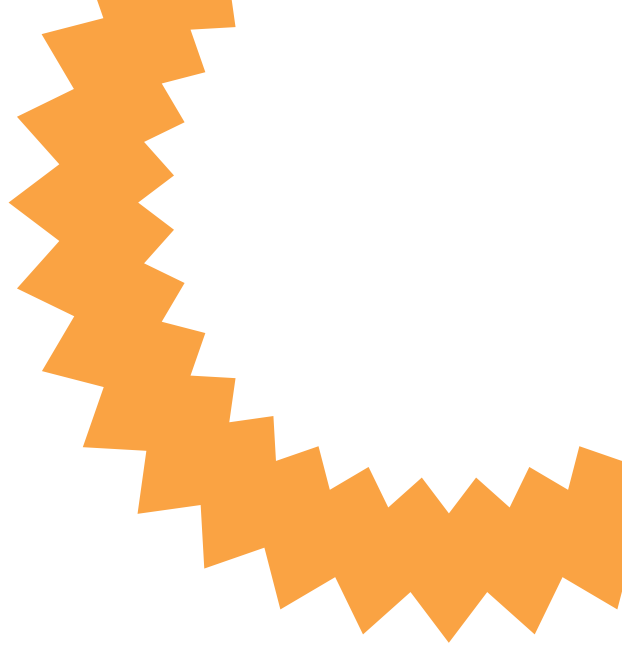
**Let's take a deep look at each template so you can determine the best one for your mentoring relationship.**

# Standard mentoring agreement

**Mentor:** [Mentor's Name]

**Mentee:** [Mentee's Name]

**Agreement Date:** [Date]



## Overview

Let's use this agreement to establish how we'll conduct our mentoring relationship. In this agreement, we'll outline our roles as mentor and mentee, along with our goals. We will also outline our expectations, communication, schedule, and what will be considered confidential during our conversations.



## Roles and Responsibilities

**Mentor's Responsibilities:**

**Mentee's Responsibilities:**



## Goals

**Mentor's Goals:**

**Mentee's Goals:**



## Expectations for the mentoring experience

As a mentor, I expect you as a mentee to listen and ask questions as much as possible to gain clarity. I also expect that you as mentee will communicate openly about any issues as they come up.

As a mentee, I expect you as a mentor to share guidance and knowledge so that I may learn. By the end of our experience, I hope to have gained knowledge and understanding of [Topic].



## Communication

We agree to communicate openly and honestly. Meetings will take place virtually over Zoom. Let's talk through Slack outside of sessions and avoid using email if possible.



## Schedule

We will meet once every two weeks on Thursdays at 3 pm EST. Sessions will happen virtually over Zoom. We will schedule all meetings in advance using Google Calendar. Tuesday before our meetings, the mentee agrees to send an agenda of discussion topics.



## Confidentiality

Any sensitive information shared in our session will be considered confidential. This includes discussions about workplace performance, managers, leadership, and personal information.



## Duration

We will meet once every two weeks for a duration of 10 weeks. Each session will be one hour long. This will give us a total of five sessions, at 50 hours total. We may either end the agreement or extend the agreement at any time.



## Signatures

[Mentee's signature]

[Mentor's signature]

**Please adapt this agreement to meet your requirements, ensuring all relevant details are included and accurately represented.**

# Just-the-basics mentoring agreement

**Mentor:** [Mentor's Name]

**Mentee:** [Mentee's Name]

**Agreement Date:** [Date]



## Purpose

The purpose of this mentoring relationship is to provide guidance, support, and advice to the Mentee in their professional development.



## Goals

**Mentor's Goals:**

**Mentee's Goals:**



## Duration

This mentoring relationship will begin on [Start Date]. The relationship will continue until [End Date].



## Schedule

The Mentor and Mentee will work together to establish a cadence for meetings, and how long each session will be.



## Communication

The Mentor and the Mentee will communicate primarily through Slack and Zoom at mutually agreed-upon times.



## Confidentiality

Both parties agree to maintain the confidentiality of any information shared during the mentoring sessions.

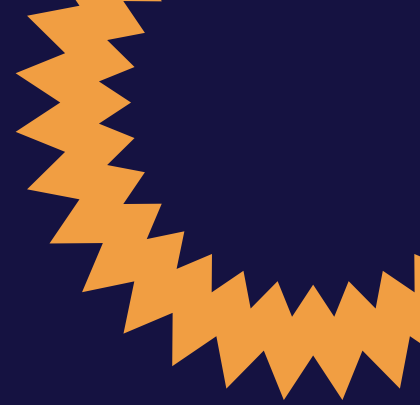
**By signing below, the Mentor and the Mentee agree to follow this agreement's terms.**

[Mentee's signature]

[Mentor's signature]

**Please adapt this agreement to meet your requirements, ensuring all relevant details are included and accurately represented.**





# Additional Resources

We hope this resource helps you create a mentoring agreement quickly and easily. Bookmark this resource to keep the agreements handy, and while you're here, we have more resources below to help you in your mentoring journey:

Get inspiration from our webinars, customer panels, and content below



[Mentoring activities: 17 examples to try in your next meeting](#)



[Mentoring checklist: Tips for making the most of each session](#)



[Mentoring topics: Agendas that encourage meaningful discussion](#)



[What Makes an Effective Mentoring Program? Key Features and Best Practices](#)



[10+ Examples of successful mentoring programs](#)



[Mentorship program ideas: 20+ activities and pairing formats](#)

