



Mentoring Relationship Agreement

This agreement between _____ (mentor) and _____ (protégé) is intended to outline the unique terms of our mentoring relationship.

We agree to enter into a mentoring relationship for a period of one year, from (date) _____ to (date) _____.

We have discussed and agreed on the parameters outlined in our agreement, and we are committed to working together to help the business succeed.

In starting our mentoring relationship, we recognize that each partner enters this agreement with different strengths and challenges. To facilitate an open and mutually beneficial relationship we have identified these as:

Protégé Challenges

1. _____
2. _____
3. _____

Mentor's Strengths

1. _____
2. _____
3. _____

We have discussed how these challenges and strengths will contribute to the success both of the relationship and of the Protégés startup business. For the purposes of our relationship we have defined success as:

We will strive to build a mentoring relationship that is built on mentoring relationship best practices. In doing so we agree to:

- Communicate and meet on a regular basis
- Be respectful of each other and our time
- Openly discuss feedback and agree to sometimes disagree
- Share information and be transparent
- Foster a positive working relationship
- Help facilitate a two-way learning relationship
- Ask for help in understanding
- Maintain strict confidentiality
- Regularly assess the value of the relationship and discuss how it might be improved

Roles and Responsibilities

In forming our mentoring relationship, we have agreed on the following responsibilities for our roles:

Protégé
•
•
Mentor
•
•
Shared
•
•

Communication Expectations

We have discussed and agreed to the following guiding principles surrounding communication format and frequency. We recognize the critical role this plays in the success of our mentoring relationship.

Meeting Details	
Meeting Frequency:	
Meeting Day and Time:	
Meeting Duration:	
Meeting Location:	
Meeting Cancellation Policy:	

General Communication	
Methods for Communication	1. 2. 3. 4. 5.
Response Time:	
Communication Frequency:	

Privacy and Confidentiality

We have discussed and agreed to share the following items during the course of our mentoring relationship, this is not an exhaustive list and additional items may be shared if agreed to by both parties.

By Protégé:

- a.
- b.
- c.

By Mentor:

- a.
- b.
- c.

We have discussed and identified items that will remain confidential to the parties identified in this agreement. These items will NOT be shared with third parties:

We will evaluate the effectiveness and value of our mentoring relationship through discussion at our regular meetings. We both commit to taking an active role in resolving conflicts in our mentoring relationship and will contact the Women’s Opportunity Center if we are unsuccessful. We will complete a mid-program evaluation as well as an end of program evaluation which we will submit to the Women’s Opportunity Center.

Finally, we commit to recognizing the contribution each of us makes to this mentoring relationship and look forward to celebrating our success.

We agree to enter this mentoring relationship as to the defined, and will maintain confidentiality.

Mentor Signature

Protégé Signature

Print name/date

Print name/date

Please send a signed copy of this agreement to hberghoff@womensopportunity.org.