

# Mentorship Agreement

(Between Mentee & Mentor, Turn into NAWIC Chapter Co-Chair)

Mentee, \_\_\_\_\_ and Mentor, \_\_\_\_\_

Enter voluntarily into a mentoring relationship for eleven months, following the sequencing of the NAWIC Fiscal Year, running October through September. Both Mentor and Mentee should benefit from this relationship. We want this to be a rich and rewarding experience and agree to both do our best and honor the ground rules on how our relationship will work. To this end, we have mutually agreed upon the terms and conditions of our relationship, as outlined in this agreement.

- Commit to meeting 8 times during the mentorship term. These meetings can be held virtually or in person. We recommend at least 2 in person, 1 on each side of the Mid-term assessment.
- Commit to attending the initial Meet & Greet/Goal Setting, Group Check-in/Mid-term assessment & Final Assessment/Celebration.
- Pick a meeting place that allows you to really talk.
- Call ahead – giving 24-hour notice, whenever possible, if we must cancel or reschedule.
- Come to the meetings prepared – if we have agreed to do some assignment between meetings, have it completed.
- Maintain confidentiality. All information is private, and the only exception would be when the law requires the mentor to report a dangerous situation.
- If a problem arises or something doesn't feel right to us, we will talk about it. We won't avoid facing a problem and will deal with it together. If the problem cannot be resolved, we will contact the NAWIC Chapter Co-Chair.
- No-Fault Termination. This agreement is voluntary. Either partner can end it for any reason without having to justify the decision. The NAWIC Chapter Co-Chair must be notified.
- Recognize we are two different people and that is a good thing. We can learn from each other if we respect and value each other's differences and likeness.
- Really listen to each other. Try to understand the other person's viewpoint.
- Evaluate the effectiveness of the relationship on a regular basis.
- Work together to achieve the Mentee's goals for this mentorship relationship, as defined on the 'Defining My Goals'
- Make sure we get things done and have fun doing it.

Signatures

Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Salt Lake City, UT