The purpose of this mentorship is to support the personal and professional development of the mentee. Both parties agree to engage in a relationship that promotes growth, learning, and career advancement.

We, the undersigned as Mentor and Mentee, agree to the following norms and expectations of our mentorship relationship as follows:

1. **Duration of the Mentorship is 3 - 4 months effective Enter Start Date Here**
2. **Meeting Schedule**

**Frequency:** **Weekly/Bi-weekly/Monthly**

**Duration:** **30 minutes/1 hour/Other**

**Location/Mode:** **In-person/Virtual/Hybrid**

1. **Goals and Objectives we will work towards during our 3 -4 months duration:**

|  |
| --- |
| **Enter your Goals and Objective here – the table will expand** |

1. **Roles and Responsibilities**

**Mentor Responsibilities:**

* Provide guidance, feedback, and support to the mentee.
* Share knowledge, experiences, and resources.
* Help the mentee set and achieve their goals.
* Maintain confidentiality and professionalism.

**Mentee Responsibilities:**

* Take initiative and be proactive in the mentoring relationship.
* Draft meeting agendas
* Be open to feedback and willing to learn.
* Set clear goals and work towards achieving them.
* Respect the mentor's time and expertise.

1. **Communication**

**Preferred Mode of Communication:** **Email/Phone/Video Conferencing**

**Expected Response Time:** **e.g., within 24 hours**

**Contact between** meetings will be limited to urgent requests**.**

1. **Confidentiality**

Both parties agree to maintain the confidentiality of any sensitive information shared during the mentorship.

1. **What are some geographic / cultural norms that we should be mindful of in our working relationship?**

**Click or tap here to enter text.**

1. **The measures for success will include:**

**Click or tap here to enter text.**

1. **Termination of Agreement**

Either party can terminate the agreement advising the Program Manager if the mentorship is no longer beneficial.

**Signatures**

**Mentor:****Name : Enter Mentor Name Here**

**Signature: Initial Here** **Date: Enter Date Here**

**Mentee:  
Name : Enter Mentee Name Here**

**Signature: Initial Here**  **Date: Enter Date Here**