

Mentorship Agreement

This agreement is designed to help mentors and mentees establish clear expectations and align on objectives for the mentoring relationship.

Determine your schedule and logistics:

Frequency of sessions (weekly, biweekly, monthly):

Length of sessions (minimum 30 min):

Meeting format (virtual, face-to-face, informal coffee/ lunch):

Preferences for feedback:

Agree on how you'll give and receive feedback to create a safe, productive space.

Example: "Balance constructive feedback with recognition of strengths."

Mentorship objectives:

Set 1–2 clear goals for the mentoring program, anchored in the skill taxonomy.

Mentee goals (Example: *Develop presentation skills for executive-level meetings*)

Mentor goals (Example: Gain perspective on challenges faced by early-career employees)

Shared goals (Example: Build a safe space for open dialogue and growth)
