

Agreement between mentor and mentee

Name of Mentee: _____

Name of Mentor: _____

We wish to cooperate within the framework of the mentoring programs.

1 Conditions

We agree to/that

- meet regularly _____ times per year. Our mentoring partnership begins in _____ and ends in _____.

- take time for each meeting. This depends upon the topics.
 - less than 30 minutes between 30-60 minutes
 - between 60-90 minutes more than 90 minutes

- the mentee both of us
 establish contact between each other via
 - email
 - telephone
 - at our workplaces
 - at homeand we answer within _____ days/weeks.

- We are not available during these times:
 - Mentee: _____
 - Mentor: _____

2 Aims and topics

Our confidential talks aim at (e.g. support the professional and/or personal development of the mentee):

These are our main topics:

3 Intention

We are both prepared to

- take responsibility for the success of our mentoring partnership,
- treat all talks as highly confidential,
- tolerate the partner's limits,
- respect different points of view,
- address occurring problems, disturbances or uncertainties and jointly look for means to solve them (if necessary with the support of the program coordinator),
- give each other open and positive feedback.

4 Termination of the mentoring partnership

If conflicts occur, we have the possibility to conclude our mentoring partnership ahead of schedule. However, the claim of confidentiality remains. In this case, we would meet for a final talk. This is also the case, if we have reached our agreed aims or if we wish to end our partnership due to other reasons.

If the mentoring partnership is ended ahead of time, the mentee will inform the program coordinator immediately.

place, date

signature of mentee

place, date

signature of mentor