



Empowering people  
Launching ideas

# MENTORSHIP AGREEMENT



This agreement is between \_\_\_\_\_ (Mentee)

and \_\_\_\_\_ (Mentor)

with the intention of outlining the unique terms of our mentoring relationship.

Each of the parameters outlined in this agreement have been discussed and agreed upon by both parties and we share a sincere commitment to upholding these expectations and working together for the success of this mentoring partnership.

## CODE OF CONDUCT

*\*Feel free to tailor this section to align with the expectations you've established for the relationship.*

As authors of this agreement, we agree to:

- Be positive and active participants in this mentoring partnership.
- Conduct ourselves with integrity and professionalism.
- Be respectful of each other's time and lived experiences.
- Commit to the highest standards of honesty, openness, and mutual trust in our communications.
- Listen and learn patiently.
- Share knowledge and personal experiences for two-way learning and growth.
- Ask for help and work together to problem solve.
- Provide honest, fair, and constructive feedback to benefit the relationship.
- Maintain the confidentiality of all ideas and information disclosed within the relationship, unless explicit consent is granted to share it.
- Respect the limits of our mentoring partnership and the boundaries we have outlined.
- Disclose any real or perceived conflicts of interest.

# ROLES AND RESPONSIBILITIES

In forming this mentoring partnership, we have agreed to the following roles and responsibilities, acknowledging that this list will likely grow and evolve alongside our relationship:

MENTEE	MENTOR
Drives the relationship.	Empowers the mentee to lead the relationship.
Schedules meetings and plans the agenda.	Gives full time and attention to agreed meeting schedule and communications.
Sets clear goals and objectives for themselves and the business.	Helps ground vision/goals/plans and connect them to the bigger picture.
Takes responsibility for all business decisions and their outcomes.	Shares experiences and advice to support mentee in their goals, but remains outside business operations.
Accepts mentor’s advice and opinions with an open mind, but without any obligation to them.	Coaches mentee to help them determine best course of action and arrive at their own decisions.
Shares business challenges with mentor.	Helps mentee navigate to productive, realistic solutions.
Follows through on action items and relationship deliverables.	Follows through on action items and relationship deliverables.
<i>Add additional roles &amp; responsibilities as agreed upon...</i>	

# COMMUNICATIONS EXPECTATIONS

Communication plays a critical role in the success of a mentoring partnership. We have discussed and agreed upon the following expectations for our communications, acknowledging that these may change and evolve with the relationship.

**Meeting frequency:**

**Location:**

**Duration:**

The mentee is responsible for the scheduling and planning of all meetings, while the mentor is dedicated to providing full, uninterrupted attention during the allotted meeting time(s). Where possible, both parties agree to provide at least two days' cancellation notice if they can no longer attend.

Both parties agree to exchange the following contact information, with expectations for how each medium is used:

COMMUNICATION METHOD	REASON & FREQUENCY
<b>Email Address:</b>	
<b>Phone Number:</b>	[Call]
	[Text]
<b>Video Platforms:</b>	[Zoom]
	[Skype]
	Other:
<b>Social Media Handles:</b>	[LinkedIn]
	[Instagram]
	[Twitter]
	[Facebook]
	Other:

## PERSONAL & PROFESSIONAL BOUNDARIES

We have discussed and agreed upon the following boundaries to guide our mentoring partnership. We acknowledge that this list is not exhaustive and is likely to evolve as our relationship does.

*\*Feel free to tailor this chart to align with the boundaries you've established for the relationship*

BOUNDARIES	
1.	The mentor is neither a therapist nor a counsellor and the mentee will not look to them for help managing mental health issues beyond their relationship to the mentee's entrepreneurial goals.
2.	The mentor will not provide tactical support to the mentee's business. Their role is to help the mentee find solutions, not provide solutions or direct business support.
3.	All personal information, especially sensitive information such as finances or mental health, must be disclosed voluntarily and remains confidential between the mentor and mentee, unless explicit consent is given to share it.
<i>Add additional boundaries as agreed upon...</i>	
4.	
5.	
6.	

## AFFIRMATION

We agree to enter this partnership in good faith, according to how it has been defined herein and pledge to maintain trust, respect, and confidentiality.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MENTEE'S NAME

\_\_\_\_\_  
MENTOR'S NAME