**Setting up a mentoring agreement**

Once you have agreed to be a mentor, the next step is to draw up a mentoring partnership agreement. This does not have to be massively formal, but can help to ensure that you both agree on the expectations for the mentoring process. Your discussion should focus on:

* The aims and expectations of both mentor and mentee
* The objectives you have as a partnership
* The outcomes you want to achieve
* The timescale
* Methods of contact

Sometimes it can be difficult to determine exactly what it is a mentee wants to achieve. To help define this you might also find it useful for the mentee to work on a SWOT analysis using the template below:

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| **Opportunities** | **Threats** |

The following form can be used to formalise the partnership and ensure both parties are in agreement:

**Partnership agreement form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skill, knowledge, experience gap** | **Activity** | | | | | **What will success look like?** |
| **Specific Measurable Achievable Realistic Timed** | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |