**Purpose:** A mentorship agreement is a means to align expectations between mentee and mentor. Your mentoring partnership agreement should be flexible but also establish basic ground rules. Use this template as a guide during your initial conversation; feel free to tweak format you both see fit. This template is partially filled out with an example that you should write over.

| THE FINISH LINE  *Describe your SMART (specific, measureable, actionable, realistic, and time-bound) Mentorship goal* | | |
| --- | --- | --- |
| 🡪E.g. Be more efficient in executing projects by thoroughly scoping, sketching, and forecasting potential challenges | | |
| Session Objective | Anticipated Approach | Expected Timeline |
| E.g. *Establish a personal framework for scoping, sketching, and forecasting* | E.g. *Thought-piece discussion*   * *Mentor and mentee to each share a relevant article for discussion, and come with 1-2 discussion questions at least 2 days before session* * *Based on article discussion, craft a framework (process, standard questions, etc.) for scoping, sketching, and forecasting potential challenges at the outset of a project* | Date:  Time (Start – End):  Location: |
| E.g. *Rapidly practice and develop intuition for how to scope, sketch, and anticipate challenges* | *E.g. Hypothetical exercises*   * *Mentor to prepare 2-3 hypothetical/practical exercises for mentee to walk through* * *Mentee to talk through how they would address each hypothetical situation or practical assignment* * *Receiving manager to share how situation actually unfolded* | Date:  Time (Start – End):  Location: |
| E.g. *Deeply practice scoping, sketching, and forecasting challenges* | E.g. *Practical exercise review*   * *Mentee to apply lessons learned during the mentorship sessions to an actual project* * *Mentee to review approach with the mentor* | Date:  Time (Start – End):  Location: |
| … |  | Date:  Time (Start – End):  Location: |
| … |  |  |

| LOGISTICS  *Please discuss these considerations and agree upon ground rules together.* | |
| --- | --- |
| Consideration | Approach |
| E.g. *Rescheduling meetings* | E.g. *Give at least one day’s notice; if one person is traveling or engaged somewhere else, give at least one day’s notice prior to their scheduled travel.* |
| E.g. Confidentiality | E.g. *Both the mentor and mentee understand that topics of a personal nature within mentorship relationship are to be treated confidentially and that such information should not be divulged to external parties without the express permission of the individual it concerns.* |
| E.g. Off-cycle communication | E.g. *Both mentee and mentor will maintain an open-door/inbox policy, responding to emails within a reasonable timeframe*. |
| Other |  |

Mentors Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentees Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final instructions:** After completing the template, please email a copy to [Leadership.Academy@amref.org](mailto:Leadership.Academy@amref.org) and for filling purposes