

MCI MENTORING CONTRACT

The **MCI Mentoring Contract** is a tool for the first meeting intended to help determine the expectations of both mentees and mentors, to set jointly agreed goals and conditions, and enable you to create a solid common basis for the mentoring relationship ahead.

➔ Complete your fields (Mentor or Mentee) below before your first meeting. The self-assessment checklist will provide you with a number of useful pointers that can give you orientation and guidance when filling in the form. Bring your version of the contract along to the first meeting and discuss it with your mentoring partner. At the end of your discussion, you should have one complete version that is the commonly agreed basis of your mentoring relationship.

MENTOR	MENTEE
Name: How would you like to be called by your mentee?	Name: How would you like to be called by your mentor?
Preferred contact details	
Phone:	Phone:
eMail:	eMail:
Skype:	Skype:
Organisational matters	
Frequency and duration of meetings*:	
Location or mode of meetings:	

**a minimum of 6 meetings over the academic year is required for this program*

Expectations and goals

MENTOR	MENTEE
What do you expect from this mentoring program?	
What topics do you think are important to discuss?	
What are your goals?	
How do you know that the mentoring is going well?	

How might you tackle possible problems that may arise?	
What aspects are important to you in this relationship (e.g. openness, trust, respect, commitment, preparation, honesty, etc.)?	
Other aspects you would like to mention:	

Privacy and confidentiality: Both mentor and mentee commit to respect each other's privacy and to treat all data and information in strict confidence. This applies during and after the mentoring relationship.

Signature Mentee: _____

Signature Mentor: _____

Date: _____