



## Mentorship Agreement between Mentor and Mentee

Use this mentorship agreement to discuss important details of your mentorship. You may wish to write notes for each discussion item to refer to at any point.

Item	Midwife	Discussion Points
<b>Introductions</b>	<b>Both</b>	<p>Share professional experience, academic background and any personal information/ interests that may help to build rapport.</p> <p>Share goals for your career, professional development and the mentoring relationship. What do you most want to get from the relationship?</p> <p><u>Notes:</u></p>
<b>Review goals for the mentorship</b>	<b>Mentor</b>	<p>Reflect on which of the mentee's goals and needs you're best positioned to assist with, and in which ways. Let the mentee know what you can't help with, and point them towards alternative sources of support, if possible.</p> <p><u>Notes:</u></p>
<b>Method, scheduling, and timing of communication</b>	<b>Both</b>	<p>Acknowledge that the logistics of the relationship may evolve over time, but some ground rules are needed to start. Both should describe their ideal ways to keep in touch and find some mutually agreeable guidelines.</p> <p><u>Notes:</u></p>
<b>Confidentiality</b>	<b>Both</b>	<p>Will it be publicly acknowledged that we are in a mentorship relationship? What expectations and concerns do the mentee and the mentor have about confidentiality? It may help for the mentee and the mentor to describe specific examples of information sharing outside the relationship that would make them uncomfortable. Example: "I wouldn't mind you sharing with others some of the strategies we discuss for improving hospital relations, but I would not like you to share my personal stories about hospital relations."</p>



		<b><u>Notes:</u></b>
<b>Setting Boundaries</b>	<b>Both</b>	<p>Openness to sharing and frank discussion can be an advantage in the mentoring relationship, but there can also be times when the discussion becomes uncomfortable for someone. The relationship may evolve over time, but initially some discussion of boundaries can be helpful. Are there any areas that are off limits for either the mentee or the mentor? Any suggestions for how you will get discussion back on track if an uncomfortable topic or line of questioning is inadvertently introduced?</p> <p><b><u>Notes:</u></b></p>
<b>Ending the meeting</b>	<b>Mentee</b>	<p>The mentee should take the lead in closing the meeting and describing what they feel are the next steps. Will another meeting be scheduled? Should you determine if the mentorship is a good match before scheduling any future meetings? Are you feeling that it is not a good match? If you are going ahead, are there any topics on this agenda that you didn't have time for or need to be revisited next time? If you are going forward, it is advisable to schedule the date and time for the next meeting.</p>
	<b>Mentor</b>	<p>Is the mentor willing to move forward with future meetings? Any topics that you think need to be covered or revisited from this agenda, or any other concerns you would like to table for the next meeting?</p> <p><b><u>Notes:</u></b></p>