



Mentor/ Mentee Agreement

- ✓ 6 month program
- ✓ 30-45 minute sessions

Mentor Roles and Responsibilities

A mentor facilitates learning through listening, consulting, collaborating and coaching. Responsibilities include modeling, guiding, observing, providing feedback, and recommending training and resources.

As a mentor I agree to:

- ✓ Meet with mentee and log six (6) meetings/skill block training time.
- ✓ Maintain a record/log of meeting times and topics covered.
- ✓ Provide mentee guidance about professional expectations for behavior and performance.
- ✓ Provide learning support that targets and aligns with identified goals.
- ✓ Anticipate and provide timely information about annual events, deadlines and requirements.

Mentee Roles and Responsibilities

As a willing participant in the Mentor program, I commit to working with my mentor throughout the program and

- ✓ Attend all scheduled meetings with my mentor agree to:
- ✓ Participate in Skill Block trainings identified for my job assignment
- ✓ Communicate with my mentor a minimum of every other week
- ✓ Be open to mentoring support and feedback
- ✓ Write a reflection about the impact of the program had on your professional and personal growth, and the mentoring experience. (With permission, we may include some of your comments in the RMGPA newsletter).
- ✓ Submit mentor/mentee log and reflection to the Past President.

Confidentiality

Conversations between the mentee and mentor will remain confidential.

Mentor Signature _____ Date: _____

Mentee Signature _____ Date: _____

Please return the completed mentor/mentee agreement to Past President after first meeting.

Thank you for participating in the program!