

Muslim Leadership Development Programme

Mentoring Agreement Form

**Role of the Mentor**

Mentoring is a powerful personal and career development tool that can enable the mentee to achieve or exceed their life's goals and aspirations. The mentor’s primary role is to provide career guidance and support to the mentee. The mentor will use his/her extensive knowledge of industry and community to help the mentee understand the current situation and to plan future aspirations. This will all be based on the mentee’s unique developmental needs. The mentor will also serve as a positive role model and at different points in the relationship the mentor will:

* Share knowledge and life experiences
* Give advice and guidance, share ideas, and provide feedback
* Share information on "unwritten rules for success" within environment/organization
* Act as sounding board for ideas/concerns about career choices; provide insights into possible opportunities
* Be a source of encouragement/support. Listen. Inspire.
* Identify resources to help mentee enhance personal development and career growth
* Expand the mentee's network of contacts
* Discuss goal setting
* Advise on professional development
* Help to develop leadership skills

**Boundaries**

* Mentors will agree with the mentee how they wish the relationship to work.
* The confidentiality of the client remains paramount at all times. At no time will a mentor disclose any part of the relationship to any person whatsoever, without the explicit agreement of the mentee.
* Either party may dissolve the relationship at any time throughout the period of the mentoring relationship.

**Agreement:**

We are both voluntarily entering into this partnership. We wish this to be a rewarding experience, spending most of our time discussing developmental activities. We agree that…

1. The mentoring relationship will last for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ months. This period will be evaluated every three months and will end by amicable agreement once we have achieved as much as possible.
2. We will meet at least once every ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Meeting times, once agreed, should not be cancelled unless this is unavoidable. At the end of each meeting we will agree a date for the next meeting.
3. Each meeting will last a minimum of ­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ minutes and a maximum of ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ minutes.
4. In between meetings we will contact each other by telephone/email no more than once every ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. We agree to keep the content of these meetings confidential.
6. The mentor agrees to be honest and provide constructive feedback to the mentee. The mentee agrees to be open to the feedback.

Date:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s name & signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentee’s name & signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_