# GWN mentoring agreement

It’s good to start off with clarity about expectations. We’ve asked the mentees to manage the process of getting these in writing and have sent them this checklist of topics to cover with you. Please help support them on getting an agreement done early in your mentoring relationship.

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|  | We agree that this relationship will last 3-6 months (or longer if mutually agreed). |
|  | We will aim to meet fortnightly for up to an hour, but at least once a month. |
|  | Our meetings will be arranged by the mentee and the location preferred is: |
|  | Both mentor and mentee have agreed that the content of discussions is confidential. |

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| What career/personal development topics is the mentee prepared to discuss?  |
| Between meetings, communication between mentor and mentee is acceptable by these methods (i.e. email, phone, LinkedIn, messaging apps, etc.): |
| What frequency is acceptable?  |
| How much notice is required for cancelling or rescheduling a planned meeting? |

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| Anything else that’s important. |