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| **Academic trainees’ mentoring scheme: mentoring agreement** |  |

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| **Name of mentor** |
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| **Name of mentee** |
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| **Objectives of the mentoring relationship** |
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| **Key areas identified by the mentee for discussion** |
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| **Duration of mentoring relationship (proposed start and end dates)** |
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| **How often will you make contact?** |
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| **How will you make contact?** |
|  |
| **What contact (if any) is possible between formal reviews?** |
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| **When will you review the effectiveness of the relationship?** | | | |
|  | | | |
| **What are the mentee’s responsibilities?** | | | |
|  | | | |
| **What are the mentor’s responsibilities?** | | | |
|  | | | |
| **We both agree that this relationship is strictly confidential and it’s content must not be discussed with any individuals. In exceptional circumstances, if either the mentor or mentee feels that something needs to be disclosed to another party, he/she will discuss this with the mentor/mentee in the first instance to explain the need for disclosure.** | | | |
| **Mentor’s signature** |  | **Date** |  |
| **Mentee’s signature** |  | **Date** |  |