

Items that may be included in a mentoring agreement

- Confidentiality agreement
- Conflict of interest disclosure
- Formal agreement on roles and responsibilities
- Any financial terms specifically related to the mentoring agreement
- Protected time for meetings (This should include amount of time and frequency)
- Agreement on other forms of communication in addition to face-to-face meetings
- Agreement on establishing a vision plan for the mentee (Consider attaching a time frame)
- Agreement on establishing a goal plan for the mentee (Consider attaching a time frame)
- The goal plan that will be broken down into action plans
- Based on these action plans, an associated plan for allocation of resources (training, techniques to help manage time, CE, and other helpful aids) will be created
- Establish formal review dates for the mentoring relationship
- A mutual agreement to end the formal relationship based on agreed upon criteria