**Mentorship Agreement**

Mentoring is the development of a professionally supportive relationship between two individuals. The one-to-one relationship enables one person (the Mentor) to share their insights, experience and knowledge with another individual (the Mentee) in order to assist in their professional development. The Institution of Environmental Sciences offers a number of mentoring streams to its members, including both general mentoring streams and goal-oriented mentoring streams. You have been matched for a mentoring relationship based upon the Mentee’s chosen mentoring stream and the Mentor’s expertise.

This agreement is designed to outline your commitments to one another over the period you will be working together and provide an opportunity to establish shared expectations of the relationship and identify key areas to focus on during your time together. The agreement will support the following:

* Clear expectations from the outset and shared accountability
* Establishing goals and identifying key areas of support needed
* Agreeing an initial timeline for the relationship
* Specifying how communication will be managed, i.e. what channels will be used
* Plan for how to evaluate progress towards goals

The purpose of this template is to document mutually agreed upon parameters for your mentoring relationship. This document should be filled out at the initial meeting between Mentor and Mentee and referred back to throughout the duration of the relationship.

The role of the Mentor:

* To provide the best support they can in the areas identified at the initial meeting
* To provide time to regularly meet
* Provide insight and signpost to relevant resources which can support the Mentee’s skills and knowledge in line with their career goals
* Providing timely and constructive feedback
* Listening to and questioning the Mentee to encourage reflection on progress towards their career goals

The role of the Mentee:

* Taking the lead in organising meetings; the onus is on the Mentee to do this
* Developing and communicating key goals
* Recording progress towards goals and achievements in the Progress Checker
* Enacting decisions you make as a result of the mentoring
* Sharing both successes and failures relevant to your career goals with your Mentor

**Mentorship Agreement Template**

Mentoring stream, key areas and goals for mentoring:

*What types of support is the Mentee seeking from the Mentor? What areas of expertise does the Mentor have of relevance? What are your overarching goals for your mentoring relationship?*

Measuring progress:

*How will progress towards the goals be monitored and measured?*

Duration and timeline of the relationship:

*How often will you meet? What platform will you use for meetings and to communicate between meetings? How long do you envision the relationship lasting?*

Expectations of Mentee/Mentor:

*What will be the ground rules for discussions (e.g. accountability, candour, feedback etc)? If problems arise, how will they be resolved? How will you know when the mentoring relationship should be completed?*

This agreement outlines the goals and expectations agreed upon by the Mentor and Mentee.

Although the thoughtful completion of this form is a requirement, it is understood that items will change and adjust naturally to fit the needs of both parties as the mentoring relationship grows. Current plans are to revisit this document every \_\_\_\_\_\_\_\_\_\_(months) to adjust goals and dates given ongoing accomplishments. If, at any time during the duration of the mentoring contract, one member of the mentoring pair does not feel like the other is able or willing to fulfil the items agreed to above, they can get in contact with the IES Office at [education@the-ies.org](mailto:education@the-ies.org)

Signed by Mentee: Date:

Signed by Mentor: Date:

**Progress Checker**

This document should be completed by the Mentee after each meeting to keep track of the mentorship relationship and progress towards the Mentee’s goals.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of meeting** | **Goal(s) discussed** | **Activity**  **(e.g. discussion, practice interview, application feedback)** | **Feedback / outcome(s) from activity** | **Actions before next meeting** | **Additional notes from meeting** | **Progress towards goals** | **Date of next meeting** |
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