**HDN Mentoring Contract**

**I…………………………………………… (Mentee) agree:**

To adhere to the group mentoring guidelines in working with my mentoring group.

To adhere to the one to one mentoring guidelines in working with my Mentor as agreed.

To commit myself to attending all 5 mentoring meetings and 4 mentoring classes and the end of Programme Conference agreed, for the duration of the Mentoring programme.

That all discussions will be totally confidential and will not be discussed outside the session, except by mutual agreement.

The process will operate within a framework of equality and diversity and any unacceptable behaviour should be challenged and managed.

All levels of contact will be agreed and any unwanted intrusion will be discussed.

To demonstrate my commitment to my Mentor and the programme by prioritising mentoring meetings.

To inform HDN and my Mentor if I miss any mentoring sessions during the course of the programme and am unable to rearrange them for a mutually convenient time.

To inform HDN and my Mentor ASAP, if I am unable to continue with the mentoring relationship.

Any difficulties within the mentoring session will be discussed initially by the Mentor and the Mentee. If the problem cannot be resolved, the matter should be discussed with the regional HDN Mentoring Co-ordinator.

**Signature: ……………………………… Date: ……………………………………...**

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| **Things to discuss and agree in first meeting** |
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| What are my expectations of the Mentor/Mentee: |  |
| What are my boundaries: |  |
| Communication (how, where and when): |  |
| Availability, frequency, length of time of meetings: |  |
| Who will be responsible for scheduling the meetings: |  |
| How the objectives will be reviewed: |  |
| When the relationship should be ended: |  |
| Ground rules (confidentiality, openness, truthfulness, etc.): |  |

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**HDN Staff Mentoring Contract**

**I…………………………………………… (Mentor) agree:**

To adhere to the one to one mentoring guidelines in working with my Mentee as agreed.

To commit myself to attending all 5 mentoring meetings and if possible the end of Programme Conference, for the duration of the Mentoring programme.

That all discussions will be totally confidential and will not be discussed outside the session, except by mutual agreement.

The process will operate within a framework of equality and diversity and any unacceptable behaviour should be challenged and managed.

All levels of contact will be agreed and any unwanted intrusion will be discussed.

To demonstrate my commitment to my Mentee and the programme by prioritising mentoring meetings appropriately.

To inform my Mentee if I miss any mentoring sessions during the course of the programme and am unable to rearrange them for a mutually convenient time.

To inform HDN and my Mentee ASAP, if I am unable to continue with the mentoring relationship.

Any difficulties within the mentoring session will be discussed initially by the Mentor and the Mentee. If the problem cannot be resolved, the matter should be discussed with the regional HDN Mentoring Co-ordinator.

**Signature: ……………………………… Date: ……………………………………...**

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| **Things to discuss and agree in first meeting** |
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| What are my expectations of the Mentor/Mentee: |  |
| What are my boundaries: |  |
| Communication (how, where and when): |  |
| Availability, frequency, length of time of meetings: |  |
| Who will be responsible for scheduling the meetings: |  |
| How the objectives will be reviewed: |  |
| When the relationship should be ended: |  |
| Ground rules (confidentiality, openness, truthfulness, etc.): |  |

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