

Agreed Ways of Working

In order to engender a healthy relationship, it is required that at the beginning of the relationship, the mentor and protégé have a common and clear understanding of how they will work together. It is strongly advised that such understanding be summarized for clarity and for easy reference by all stakeholders to the Mentoring Programme. A template has therefore been designed with such an end in mind. It is a critical part of the agenda for the first formal meeting between each mentor and protégé during which it should be completed and a copy retained by mentor, protégé and facilitator.

The following process is suggested for completing the form:

- Before the first meeting, the mentor and protégé should complete the form individually
- At first meeting, mentor and protégé should jointly review and discuss each other's perspective and reach an agreement which both parties will sign-off
- Both mentor and protégé sign-off and date the agreement
- A copy of the form should be kept by the mentor, protégé and the facilitator – Head, Recruitment & Talent Development.
- Three months from the first meeting, mentor and protégé should jointly review agreed answers and give the mentoring relationship a check up and agree to any needed changes (Both parties sign off any on subsequent review and an amended version is again kept by the three parties)

Please fill the blank spaces as appropriate

Type of assistance the protégé requires from the mentor	To gain valuable business and personal development experience in several areas in order to realize my potential, develop my strengths and remedy my weaknesses.
Expectations the mentor has of the protégé	To be knowledgeable and be able to respond readily especially when assigned tasks (Feedback) in order measure the level of impact.
Frequency of meetings	Monthly.
Venue of meetings TC's Office
Time of meetings	1:00pm - 2:00pm.
Duration of meeting	1hour.

<p>Ground rules for discussions e.g. confidentiality, openness, candor, truthfulness etc.</p>	<p>The discussions will be confidential, clear and the Mentee is required to be as open as possible</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>If problems arise how will they be resolved?</p>	<p>We will engage in a heart to heart talk about the... situation and devise avenues to reduce conflicts...</p> <p>.....</p>
<p>Duration of mentoring relationship</p>	<p>6months</p> <p>.....</p> <p>.....</p>
<p>We have agreed that our initial meetings will focus on these three subjects:</p>	<p>1. Competency in Workplace.</p> <p>2. Personal Development.</p> <p>3. Career Development.</p>
<p>Any additional area/ issues you want to discuss and agree to?</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

	EGBOGOTA FAITH CHISOM
Date	Protégé's Name & Signature
Date	Mentor's Name & Signature