

LEAD MENTORING PROGRAM
LEADERSHIP EXCELLENCE, ACHIEVEMENT, AND DEVELOPMENT
Establishing Agreements

Components	Questions Answered
Well-defined Goals	What do I want to learn/accomplish as a result of this relationship?
Success Criteria and Measurement	How will we know if I am successful? What is our process for evaluating success?
Accountability Assurances	How do we assure that we do what we say we are going to do?
Ground Rules	What are the norms and guidelines we will follow in conducting the relationship? Who will be responsible for what?
Confidentiality Safeguards	What do we need to do to protect the confidentiality of this relationship?
Addressing Stumbling Blocks	What stumbling blocks might we encounter? What process should we have in place to deal with them as they occur?
Consensual mentoring agreement	What do we need to include to ensure that this agreement works for us?
Mentoring Work Plan	What are the steps for achieving the goals/ What are the learning opportunities?

Adapted from Lois J. Zachary, *The Mentee's Guide: Making Mentoring Work for You*