

Active Citizens Together Mentoring & Shadowing Programme Shared Agreement

What does this shared agreement mean?

Having a shared agreement for how the mentoring will work is necessary so that you are both (mentor and 'mentee') clear about why you are doing this and what you want to get out of it.

Step 1 - Your first meeting

To start the mentoring process, the ACT Project Team will organise a meeting for you both, and one of us will come along to help with introductions. This will be a chance for you to get to know each other and start to discuss what you are going to do.

The most important point is that as a mentee (learner), you need to be as clear as possible about what you want to get out of having a mentor.

And as a mentor, you need to be clear and honest about what you can provide, and how much time you can give.

Step 2 - Preparing for mentoring

When you meet, you need to read and discuss these points so that you are both prepared for the mentoring process. Tick the boxes where you both agree:

- We will agree on some 'ground rules' to guide the mentoring relationship, such as keeping everything confidential if we think that's needed

- We will work out and write down the aim of our mentoring process (what we want to achieve) and also our agreed objectives (what we are going to do to achieve our aim)

- The mentor's role is to respond to the mentee's needs, based on the agreed aim and objectives

Step 3 - The shared agreement form

We agree that:

1. The mentoring process will last for _____ days/weeks/months, but we can change this as we go along if necessary
2. We will agree when, where, and how long to meet (always in a safe, public place)
3. We will try our best not to cancel our meetings or visits
4. Each meeting will last a minimum of _____ minutes and a maximum of _____ minutes.
5. In between meetings we will contact each other by telephone/email no more than once every _____ weeks/days.
6. We will set a future date to discuss how the mentoring is going, and whether more time is needed for us to achieve our aim
7. We will keep the ACT Project Team informed of our progress

Date: _____

Mentor's signature: _____

Mentee's signature: _____

Disclaimer: The East of England Local Government Association will not be held liable for any injury or loss sustained by either the mentor, mentee, or both, during the mentoring process.