



**BPW INTERNATIONAL
Mentoring Task Force**

Mentoring Agreement

BPW-Club _____

Responsible for Mentoring: _____

Agreement between mentor and mentee

Name of mentor:

Name of mentee:

This agreement is based upon the following understanding:

Mentoring promotes leadership in business and professional life. Men are not excluded from the program if they contribute to the development of professional and leadership potential for women at all levels...

This mentoring program is not about private life.

BPW understands mentoring to be a means of developing professional, business and leadership skills.

Description of program / Agreement

- Aims / Goals of

mentoring: _____

- Projects: Targets to be achieved before the next working session (always fixed at the end of a session)



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Duration of the program from _____ until _____

The Dates of the meetings can be fixed after each session or all in advance. It is important that they are planned!

	Date	Time	Place
Fixed Dates	1. _____		
	2. _____		
	3. _____		
	4. _____		
	5. _____		
	6. _____		

As well possible:

Monthly exchange of experiences: time: _____

By phone _____

By mail _____

By skype _____

Ground rules to be respected:

- Privacy:** Mentor and mentee respect privacy and keep all information in confidence.
- Responsibility:** Mentor and mentee are equally responsible for the success of mentoring.
- Professional secrets:** Both mentor and mentee keep all professional information in confidence.
- Date security:** The dates are only for the use of mentoring and the person in charge of the mentoring program.
- Evaluation:** Mentor and mentee evaluate their common work in view of the agreed on aims and the quality of contacts.



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Responsibility:

The person in charge of the mentoring program evaluates regularly the success of the mentoring.

Problems:

If a disagreement arises, and you are unable to resolve it, then the person responsible for the program must be informed.

Place and date:

Signature Mentor:

Signature Mentee:

Name:

Date:

Name:

Date:

Once the mentor and mentee have agreed that they wish to form a mentoring partnership, this agreement will be signed and copies retained by each party plus the person in charge of mentoring.