

Mentoring Agreement

Between _____ and _____
(Mediator, the "Mentee") (Mentor, the "External Provider")

Our objective

We enter this mentoring agreement to work together towards _____

Frequency and Term

We agree that Mentoring will occur for a period of [1 hour on a monthly basis].

We will review this agreement 6 months from the date the mentoring starts. The review will consider the way the mentoring process is taking place and the effectiveness of the mentoring relationship, the progress made, and the possibility that a new mentor may assist the mediator make further progress towards their professional goals.

Focus and Records

We will work to agreed purposes in mentoring sessions and expect to address theory, process, ethics and skills in various proportions over this period.

We understand that where issues affecting work performance are identified, mentoring may include discussion on how to overcome the problems as they affect the mediator's mediation work.

We will record the dates and subject headings (only) of the matters/items discussed in mentoring sessions.

Mentor Role in Mentoring

The Mentor (the "External Provider") is responsible for

- Providing a safe, non-threatening environment in which to openly reflect and develop the mediator's professional practice.
- Giving honest feedback in order to build on strengths and address areas that may need further development.
- Suggesting references to appropriate resources or other avenues for development.

Mediator Role in Mentoring

The Mediator (the "Mentee") is responsible for

- Preparing for each session by giving consideration to the matters they wish to discuss.
- Being on time and committed to the times set for mentoring.
- Informing the mentor of any serious concerns about practice, anything that may affect the mentoring relationship and any training needs.

Employer Guidelines for the Mentoring Programme

This Agreement should be read in conjunction with [the employer's 'Guidelines for the Mentor Programme'] which sets out the Mentor and Mentee's responsibilities.

Confidentiality

We agree that issues presented in mentoring will be kept confidential by the mentor with the following four exceptions:

- The Mentor may discuss issues anonymously with the Mentor’s own supervisor, in confidence.
- If the Mentor has concerns about the immediate safety of the mediator or another person the Mentor will first, where possible, raise the issue with the mediator and agree on a course of action, and second will take such steps as are necessary to address any direct and serious risk.
- The Mentor is required to advise the employer if a situation of grave concern or imminent risk of serious harm arises or becomes apparent in the course of the mentoring relationship.
- Where the Mentor is compelled by law to make disclosure.

Communications and Contact

The Mentor will communicate with the Employer in the following ways:

- Contact with the Employer regarding the “Contract for Services” is with [the Regional Manager].
- Contact with the Employer regarding the confidentiality clauses above is with [the Team Leader of the Mediator (“Mentee”) and where the Mentee is also the Team Leader, with the Regional Manager].
- Contact with the Employer regarding the mentoring programme, its progress and improvements (not including any confidential discussions between a mediator and a mentor) will be [collaborative communication between the Mentor and the Employer’s Mediation Practice Adviser].

Termination

We agree that either of us can terminate this mentoring agreement at any time. If we do so we will endeavour to advise the other party and the Employer of our decision to do so as soon as possible. We undertake to give an explanation for our decision to terminate accepting that an explanation may be dispensed with where appropriate.

Indemnity

The Mediator and the Mentor agree that the Mentor shall not be held liable for any action taken by the Mediator based on information given by the Mentor in good faith.

Contract for Services

The Employer and the Mentor will enter into a “Contract for Services” which sets out the roles and responsibilities and the process for remuneration.

Signed

Mediator (Mentee) _____

Mentor (External Provider) _____

Employer _____

Date _____

Review Date _____