

Template Reverse Mentoring Agreement



Purpose

The purpose of this reverse mentoring scheme is:

[detail purpose(s) from purpose planner]

Objectives

The proposed objectives are:

[detail SMART objectives from purpose planner]

Points of agreement

In order to ensure that the mentoring relationships are a mutually rewarding and satisfying experience for everyone involved, we agree to:

1. Complete any compulsory EDI training before the first meeting; and
2. Meet regularly – adhering (where reasonably possible) to the meeting schedule set out in the project handbook
(Please note, this is subject to any different arrangements agreed prior to commencement of the reverse mentoring meetings)
3. Meet in an appropriate location decided between mentors and mentees
4. Maintain confidentiality of the relationship
Mentoring pairs/groups agree to respect each other's privacy and understand that all information disclosed during mentoring sessions will be kept strictly confidential unless there is a safety or safeguarding risk which requires confidentiality to be broken.
5. Provide regular feedback to each other and evaluate progress. We will accomplish this by reviewing goals regularly, discussing progress, and checking in with each other to make sure our individual needs are being met in the reverse mentoring relationship, and periodically thereafter.

6. Be honest about thoughts, feelings and experiences with the knowledge that there will be no repercussions in sharing honest feedback
We acknowledge that some conversations may be difficult either because they are personal, due to cultural differences or because they are critical of our workplace or the legal profession and its practices. For honesty to be upheld there must be a trusting relationship between both parties where neither face adverse effects by sharing their views.
7. Only to communicate about mentoring topics within the mentoring meeting (save where you are discussing matters with your support buddy or one of the project leads) and not over text, e-mail, instant message or phone.
8. Meetings will be led by the mentor(s) however both parties should actively contribute to the discussion

Support

If either party is unhappy with the mentoring match, the relationship can be ended. If any issues arise, please speak to [insert relevant contact details]. We will firstly try to support the relationship to continue. However, this agreement is voluntary and therefore if either mentor or mentee does not wish to continue they have the right to withdraw immediately.

I _____ (Mentor)
agree to the terms of this agreement

(Signature)

Date:

I _____ (Mentee)
agree to the terms of this agreement

(Signature)

Date:

[you may need to insert further signature boxes if there are more than two people in a mentoring arrangement]