

Names —

Date — / /

**stupid studio
mentorship**

Mentor Mentee

Mentorship agreement

Mentorship agreement

Laying the groundwork for success

A successful mentorship experience requires commitment from both participants. The *Mentorship agreement* is intended to clarify goals, provide a foundation of trust and establish a basis for the relationship to be successful. Fill it out together during your first session. Each party should keep a copy, and make every effort to fulfil the terms of the agreement.

This document is confidential, but should be shared with the *Mentorship coordinator*, who will keep track of progress throughout the process.

Mentorship coordinator



Name —

Job title —

Phone —

Email —

Mentorship agreement

Who is participating?

Mentor



Name —

Job title —

Phone —

Email —

Mentee



Name —

Job title —

Phone —

Email —

Objectives and goals

Unleash your visionary spirit!



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Write down one main objective: a mission statement that you are striving towards. Identify the main reason driving you to commit to this mentoring experience.

Examples: Feeling more comfortable in the workplace / Developing confidence in or openness to sharing ideas / Attaining more focussed professional skills such as planning / Fulfilling specific requirements for future training programs / Building stronger communication skills, team building skills, management skills / Gaining confidence in public presentations / Improving my workflow and knowledge in X program / etc.

Small steps lead to big change



01 —

Set three actionable goals that are realistic stepping stones in the pursuit of the main objective. They can refer to personal or professional growth, or to skills and aptitudes that you wish to develop. They should be specific, measurable, attainable and relevant, and will be included in the time planning.

Examples: Focussing on the growth of specific skills, both hard and soft / Expanding certain areas of knowledge / Developing more autonomy for a select type of tasks / Nurturing key abilities / Developing precise interpersonal skills / etc.

02 —

03 —

Set it into action!



—

Identify actions that could help achieve your three goals.

Examples: Collaborating on certain types of projects / Participating in certain key activities with the Mentor / Showing proactivity or taking the lead in X types of situations / Participating in a series of courses or trainings / etc.

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Expectations

Setting expectations



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What expectations do you have towards the Mentor?

Examples: The Mentor will be open to giving and receiving feedback / The Mentor will communicate with empathy and honesty / The Mentor will be present and dedicated to the process / The mentor will honour the meeting agreements / The mentor will be honest with me about what I could work on and improve / etc.

How can the Mentor be a good ally?



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What would be the best way for the Mentor to provide help or assistance during this process?

Examples: By creating an open and inclusive process / By listening to me if I come with an issue to discuss / By respecting my ideas, thoughts and opinions / By providing me with inspiration and not necessarily instruction / etc.

Intentions

Setting ambitions



How do you wish to grow and what do you wish to learn or focus on throughout the mentorship relationship?

Examples: Developing my ability to share my experiences and knowledge / Focussing on my capacities to nurture and inspire / Training my feedback "muscle" / Focussing on a series of skills such as active listening, communication, facilitation, leadership and empathy / Increasing my ability to self-reflect on my own capacities and limitations / etc.

Expectations

Setting expectations



What expectations do you have towards the Mentee?

Examples: The Mentee will be open to giving and receiving feedback / The Mentee will be present and dedicated to the process / The Mentee will prioritise the "homework" we agree on after each session / The Mentee will be honest with me about how they feel / etc.

Session planning

Duration of the mentorship

The recommended duration of the mentorship is one year, with 12 monthly mentoring sessions. Make sure to agree to this framework, or if you come up with an alternative time structure, include it here.

→ The mentorship will last a total of _____ months.
We will meet every _____ / month.

When and where will we meet?

→ —

Who is responsible of scheduling the meetings?

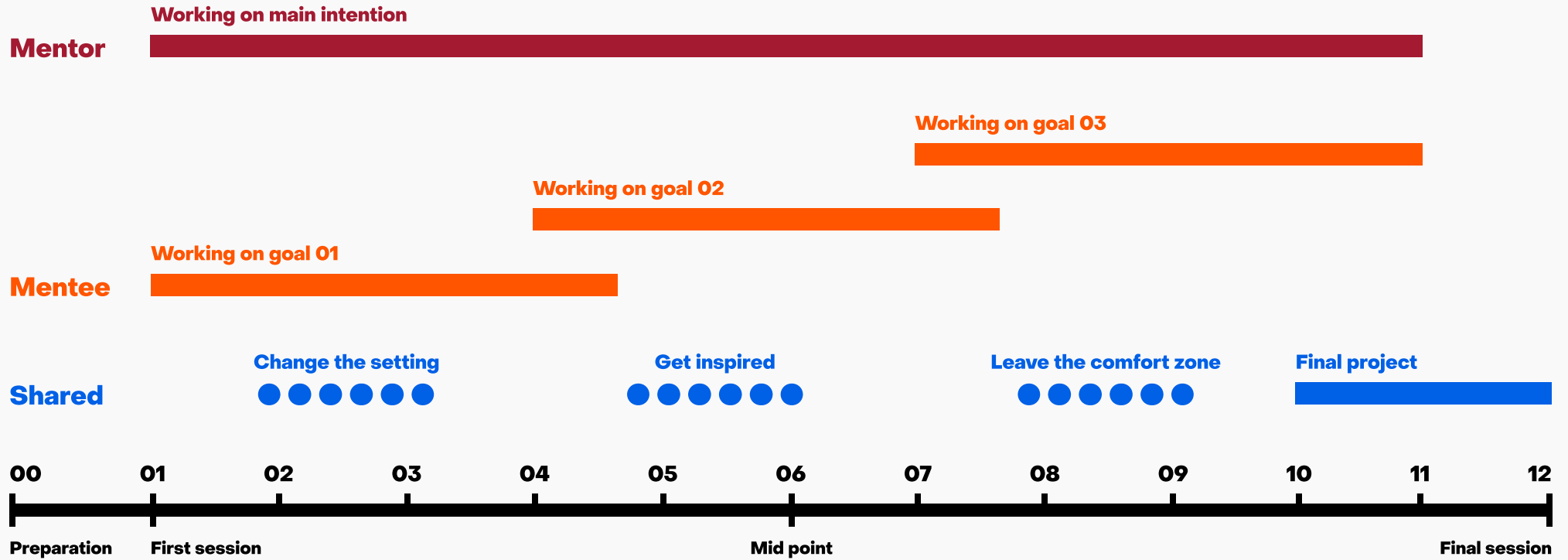
→ —

Mentorship timeline

On the next page you will find the proposed *Mentorship timeline*. If there are amendments or adjustments, make them and attach a revised copy. It is important that you both commit to following the agreed-upon framework over the course of the mentorship.

→ We have made adjustments/amendments to the *Mentorship timeline*, and attached a revised copy.
 yes no

Mentorship timeline



Code of conduct

I the **Mentee** and I the **Mentor** agree to abide by the following mentorship practices:

What happens in the mentoring session... stays in the mentoring session. It's important that all mentoring conversations are built on trust and confidentiality.

Honesty is the best policy. Applying candour and empathy when communicating with one another is the only way to ensure true growth on both sides (feedback sessions included!)

Let's be real. It's important to set realistic expectations towards one another, and to help each other stay on track throughout the process.

Let's make this a priority. Respecting each other's time and keeping our appointments is the best way to keep the momentum going from session to session.

Switch it up! Meeting face-to-face is a great way to strengthen the relationship; while alternating meeting spots will help bring new ideas and inspiration to the format.

The best kind of homework. Let's agree on concrete actions at the end of each meeting to encourage persistence and consistency in the growth process.

Let's take the pledge

The mentorship *Code of conduct* is key to a mentorship relationship based on mutual respect and understanding. If there are amendments or adjustments, make them and attach a revised copy.



We both agree to follow the Stupid Studio mentorship *Code of conduct*.

yes no

Evaluation

Feedback

Let's agree on our feedback dynamic, and write a few words about how our feedback should be executed.

Examples: We agree that each of us should both give and receive feedback / The feedback should be open, honest and empathetic / We agree to tell one another if the way we are giving feedback isn't quite right / etc.



Mentorship journal

The *Mentoring journal* will help Mentors and Mentees stay focussed on their goals, develop self-awareness regarding the process, and note opinions and ideas.



We both agree to keep track of our progress, at least once a month in the *Mentorship journal*.

yes no

Mid-point and final evaluations

Evaluations enable a proper assessment of both the progress and the achievements of the mentorship program.



We will each fill in a *Mid-point evaluation* (session 06) and a *Final evaluation* (session 12) during the course of the mentorship and hand them in to the *Mentorship coordinator*.

yes no

Confidentiality

We both agree to keep the content of our discussions and *Mentorship journals* confidential (unless otherwise agreed upon together, on a case-by-case basis.)

To track the mentorship program goals and long-term success, the *Mid-point evaluation* & the *Final evaluation* will be shared and made available for review by the *Mentorship coordinator*.

→ We both agree to abide by these principles of confidentiality.
 yes no

→ We both agree that if one of us feels like the mentorship should come to an end, the other should respect that decision.
 yes no

Let's seal the deal

Mentor → Signature: _____
Date: / /

Mentee → Signature: _____
Date: / /