

IEL Collective Mentoring and Professional Development Scheme

Mentoring Agreement Conversation Checklist

This mentoring agreement checklist can be used to help you prepare for and structure the mentoring agreement conversation:

<p>Confidentiality</p>	<p>Confidentiality and openness is important in building trust between mentor and mentee.</p> <p>The mentor should assure the mentee that the content of their conversations is confidential.</p> <p>A mentor should only disclose the contents of a mentoring conversation with the explicit agreement of the mentee or if they believe that withholding information poses a serious risk of harm to the mentee or others.</p> <p>If a mentor believes they need to disclose the contents of a mentoring conversation, they should make the mentee aware that they will be doing so.</p> <p>A mentee should also respect the confidentiality of the conversations subject to the above disclosures where there is a risk of harm to the mentor or others.</p>
<p>Role and responsibilities of mentor</p>	<p>To help the mentee to learn and change, identify their strengths and development areas, act as a sounding board and to provide advice and guidance where appropriate, to be non-judgemental, to give their time to the mentoring.</p> <p>Within this scheme, the mentor's primary role is to share their experiences and offer advice and guidance in order to help the mentee develop in their careers.</p> <p>There is no expectation on mentors to act as a career sponsor in, for example, advocating in professional settings for the mentee, sharing their networks or offering career opportunities, although some mentors may wish to or be able do so.</p>
<p>Role and responsibilities of mentee</p>	<p>To actively participate in the mentoring, to commit to mentoring meetings, to do any preparation or follow-up work, to respect the mentor's time outside of the mentoring meetings.</p> <p>The relationship between mentor and mentee is not intended to replace and should not be treated as a substitute for the mentee's doctoral or academic supervisor or institutional mentor or line</p>

	manager.
Boundaries	<p>To agree what both parties are comfortable to talk about (eg, personal issues, institutional concerns, etc).</p> <p>To agree the amount of contact and support in between mentoring meetings and how this may take place, eg phone calls, emails, etc.</p>
Conflict of interest	<p>If either party perceives an actual or potential conflict of interest, they should have an open and honest conversation about it.</p> <p>If there are more serious disagreements or conflict, please contact The IEL Collective team (see below under Conflict Resolution and Complaints Procedure)</p>
Length of mentoring relationship	10 - 12 months.
Duration of meetings	Typically 60 minutes.
Frequency of meetings	Typically once every month but this is flexible and to be negotiated between mentor and mentee.
Format of meetings	Online (Zoom, Teams or other videoconferencing platform) or in person.
Postponement or cancellation arrangements	Agreement on how much notice both parties should provide if they need to cancel or postpone a mentoring meeting. For example, 48 hours' notice.
Duration of mentoring relationship	<p>10 – 12 months.</p> <p>Mentors and mentees may agree to maintain contact beyond that year if they wish but are not required to do so as part of the programme.</p>
Record keeping	If mentor intends to keep notes of mentoring meetings, to seek the mentee's agreement. The Mentoring Agreement and other notes containing personal data of the mentee should be stored securely and in compliance with any data protection regulations governing the storage of personal information. They should be destroyed after the completion of the mentoring relationship unless otherwise agreed by the parties.
Review arrangements	Mentors and mentees should agree on how and when learning and progress will be reviewed, eg after three mentoring meetings.
Mentee's goals	For both parties to understand what the mentee wants the mentoring to help them achieve. The Mentoring Agreement will provide the basis for the relationship and mentoring conversations.
Mentor's goals (if	The mentor may also have goals, for example to develop their

relevant)	active listening or questioning skills. Both parties should understand these and the mentor may wish to ask the mentee to provide feedback.
Feedback	Mentor to advise mentee that Organisational Development will ask them for feedback which will be shared with the mentor. The mentor may wish to ask the mentee directly for feedback. If the mentee feels that any aspect of the mentoring is not working, they should feed this back to the mentor.
Conflict Resolution and Complaints Procedure	<p>If mentors or mentees have any concerns about the progress or conduct of the mentoring relationship they should contact The IEL Collective team at ielcollective@warwick.ac.uk</p> <p>We can provide advice on resolution of disagreements or conflict, mediate in disputes or, in some cases, a reassignment of mentors.</p> <p>Please also contact The IEL Collective team if there are incidents of misconduct on the part of mentor or mentee.</p>
Completion/Ending	The mentoring scheme will end after 12 months. Both mentor and mentee will be required to fill in a feedback form.