

# Contracting & expectation framework

## Why a contract is helpful in the mentoring relationship?

- to clarify expectations about outcomes and behaviours
- to provide a baseline to measure progress
- to establish the boundaries of the relationship
- to agree mentor/mentee responsibilities for managing the relationship

## Broadly, what should be included in a mentoring contract?

- Relationship PURPOSE
- Relationship MANAGEMENT

## Areas for discussion

<b>Channel</b>	Preferred communication channel: face2face/skype/email/phone/text?
<b>Timing</b>	How frequently shall we communicate and for how long? Why might this change?
<b>Responsibilities</b>	Who initiates communication? Is an agenda/discussion points a good idea? When should discussion items be sent?
<b>Meeting boundaries</b>	What boundaries should be set in terms of time and neutral location?
<b>Communication agreement</b>	What happens if an email has not been responded to within 2-3 days? Agree a mechanism to check e.g.: WhatsApp. What shall we do if there is no contact for 6-8 weeks?
<b>Mentoring boundaries</b>	At what point do we acknowledge that an issue lies outside the mentoring relationship, requiring more specialist support?
<b>Limits</b>	Is there anything either of us definitely does not want to talk about?
<b>Confidentiality</b>	Openness and trust are essential - how will we ensure they are maintained?
<b>Feedback</b>	Are we willing to give honest and timely feedback in order to be critical friends? How do we want feedback to be given?
<b>Expectations</b>	Why might expectations change?
<b>Progress</b>	How do we measure/evaluate progress?
<b>Revisit</b>	When shall we revisit this document? We suggest at six months or 12 month point but it is important to revisit sooner if needed. Have the conversation now.
<b>Conclusion</b>	Is there an end? Continuing the relationship.

**PRIORITISE** - Have the conversation with your matched partner early on.

**COMMIT** - Use the table overleaf, add additional headings to suit you both.

Area of discussion	As a MENTOR I agree to:	As a MENTEE I agree to:
Channel		
Timing		
Responsibilities		
Meeting boundaries		
Communication agreement		
Mentoring boundaries		
Limits		
Confidentiality		
Feedback		
Expectations		
Progress		
Revisit		
Conclusion		

**WBS Advocate**

Mentees – to arrange meetings, send discussion points ahead of time and send a meeting summary

Mentors – to check-in with mentees if contact has waned; to offer gentle encouragement and to help focus