

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

Channel	Preferred communication channel: face2face/zoom/skype/email/phone/text?
Timing	How frequently shall we communicate and for how long? Why might this change?
Responsibilities	Who initiates communication? Is an agenda/discussion points a good idea? When should discussion items be sent? What if not received? WBS recommends the mentee takes responsibility for considering “what they wish to gain from each session”, not just at the point of writing discussion points but to also commit to at least 5-10minutes just before the session to reconsider what they wish to achieve and to articulate that to their mentor
Meeting boundaries	What boundaries should be set in terms of time and neutral location?
Communication agreement	What happens if an email has not been responded to within 2-3 days or no contact for 6-8 weeks? Agree a mechanism to check e.g.: WhatsApp message?*
Mentoring boundaries	At what point do we acknowledge that an issue lies outside the mentoring relationship, requiring more specialist support?
Limits	Is there anything either of us definitely does not want to talk about?
Confidentiality	Openness and trust are essential - how will we ensure they are maintained?
Feedback	Are we willing to give honest and timely feedback in order to be critical friends? How do we want feedback to be given?
Expectations	Are our expectations aligned with one another? Why might they change?
Progress	How do we measure/evaluate progress?
Revisit	When shall we revisit this document? WBS recommends every six months but you may prefer quarterly or perhaps 12 months but have the conversation now.
Relationship Feedback	When shall we check on our relationship? Each session, quarterly? WBS suggest asking each session: What will you take away from the session? ... Then discuss when you feedback on: What would you like the mentor to continue to do / do less of? What could the mentee do differently?
Conclusion	Is there an end? Continuing the relationship. (WBS provides suggestions at the time)

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, commit to a short time to consider ‘what do I want to gain from the session’ and send a meeting summary

Mentors – to check-in with mentees if contact has waned; to offer gentle encouragement and to help focus, if however communication has completely stalled, inform WBS.