

Mentoring Agreement: Suggested Talking Points

The following advice is from the IMP team, who hope your mentoring partnership will be fulfilling and meaningful.

Getting started

To get the most from your mentoring experience, it's important to have an open, honest conversation to discuss the norms, expectations and goals for your partnership. We suggest doing this in the initial stages of your collaboration, as this conversation will set the direction for future interactions. The IMP Mentoring Agreement provides a useful framework for this discussion.

Agree on expectations – how will your relationship work?

1. Meetings – what format works best for you both?
 - In-person (we suggest the Mentor's place of employment, a coffee catch-up at a café or similar)
 - Video chat (we suggest selecting a platform of choice, and sticking with it – the Xinspire platform also contains a convenient video chat feature)
 - Telephone (while this may not be preferable as your primary means of engagement, it can work as a supplemental strategy when needed)
 - Email (as an asynchronous option to navigate busy periods)
2. Meeting frequency and timing – in general, how often would you like to meet and what is your ideal meeting duration?
 - Weekly, fortnightly, monthly?
 - Structured, one-hour meetings, open-ended duration?
3. Mentoring engagements other than meetings?
 - Work experience, professional development, networking activities?
 - Industry Mentoring Program events
 - Other ideas?

Communication guidelines

1. What is our preferred method of written communication – email, text?
2. If an email/voicemail/text message is received, we will get back to our partner within

what timeframe?

3. If we can't make an expected meeting or interaction, how will we get in touch?
4. Will we conclude our meetings by confirming our next interaction?

Setting goals with your mentee

Did you know that it's common for people to struggle with goal setting? That said, setting goals at the beginning of your mentoring relationship is critical, as it sets a direction for your work together. One of the most powerful things you can do together as a mentoring pair is to clarify the goals you want to achieve together and develop an action plan to achieve them.

Goal setting can be a process, so make a point to check in to determine whether priorities are changing or evolving as you get to know one another better. This often occurs in mentoring partnerships as the mentee gains more exposure to their industry and clarifies their career aspirations. For more information on goal setting, please see our [Goal Setting Guide](#).

Other considerations

Just as important as communication preferences and goal setting, openly discussing each mentoring partner's availability around other commitments and their preferred approach to confidentiality will ensure both parties are 'on the same page' and help your relationship run smoothly.

1. How would you like your relationship to operate in terms of confidentiality?
2. How does the mentor's workload and level of personal commitments influence the amount of time they can dedicate to this partnership?
3. What priorities is the mentee managing? How will this impact their availability?

We are here to help

If you would like support with any aspect of your mentoring partnership or experience, please do not hesitate to contact us.

CONTACT

Nicole
Chambers

Career Development Consultant
and Industry Mentoring Lead

n.chambers@griffith.edu.au

Breeda
Crowley

Industry Mentoring Coordinator

b.crowley@griffith.edu.au
