

## Mentoring Agreement: Suggested Talking Points

To get the most out of your mentoring experience, IMP strongly recommends that you talk about the expectations and goals both the mentee and mentor have for the mentoring relationship.

### Agree on Expectations: How will the relationship work?

1. Meeting together: What works best? (remember, you want to have regular meetings or conversations) Will you meet via:
  - In-person (where?)
  - Skype or Zoom (chat or video call?)
  - Phone
  - Email
2. In general, how often would we like to meet/interact (e.g. once per week, every other week, once a month)? Renegotiate as needed.
3. If an email/voice mail is received, we will get back to our partner within:
  - 24 hours
  - 1-2 days
  - 3 days
  - Other
4. If we can't make an expected meeting/interaction, how will we get in touch?
5. When will we meet or talk next?

### Agree on Goals: What do you hope to gain?

- What are the mentee's goals for this mentoring relationship? (refer back to IMP Mentoring Agreement, or use the Goal-Setting tool in your relationship dashboard) Is there any clarification needed?
- What are the mentor's goals for this mentoring relationship?
- What actions can you and your mentee take to achieve these goals?

## IMP

The Industry Mentoring Program (IMP) has matched Griffith Students with Industry professionals for career development learning and industry exposure. We support hundreds of mentoring relationships throughout the year, in a wide range of backgrounds and industries.

## CONTACT

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