



Mentor & Mentee Agreement & Longer-Term Mentoring Workbook

Mentee Name:

Student Number (if applicable)

School/Course (if applicable):

Mentor Name:

Job Title:

Code of Conduct Agreement:

Mentee:

I have read the Mentee Handbook and agree to follow the code of conduct and best practice principles outlined by Trinity Development & Alumni:

Signed:

Date:

Mentor:

I have read the Mentor Handbook and agree to follow the code of conduct and best practice principles outlined by Trinity Development & Alumni:

Signed:

Date:



Outlining Goals & Communication Methods

1. Mentee, as you start out on your mentoring journey, what are the three main goals/outcomes that you hope to achieve?

2. My primary means of communication with my mentor will be through (circle where appropriate):

LinkedIn

Email

Zoom

Phone (Call or Text)

Who will be responsible for arranging the meetings?

Agree on which member of the mentoring partnership will be responsible for arranging the meetings (encircle or underline *Mentor* or *Mentee* where appropriate):

We, the Mentor & Mentee, have agreed it is the responsibility of Mentor/Mentee to arrange the following in-person or online meetings and inform the Mentor/Mentee in due course.



Tracking your mentoring journey

Notes & Reflections

Meeting 1:

Time:

Date:

Location (or if online please note):

Notes:

Follow-on actions:



Meeting 2:

Time:

Date:

Location (or if online please note):

Notes:

Follow-on actions:



Meeting 3:

Time:

Date:

Location (or if online please note):

Notes:

Follow-on actions: