



# Mentoring Agreement

## Mentoring relationship guiding rules:

1. Confidentiality of topics discussed;
2. Be patient, open and honest, willing to discuss failures and successes;
3. Provide and ask for feedback and make it a learning opportunity;
4. Use the [SCU Values](#) and [Code of Conduct](#) as a guide for how you treat each other;
5. Commit to the process: time, energy, complete pre-work and prepare for discussions, follow up on action items and continuously evaluate;
6. Stay focussed on development and career goals;
7. Use active listening; and
8. Direct concerns or feedback to the Learning and Development Advisor, [hr@scu.edu.au](mailto:hr@scu.edu.au).

## Documents to refer to prior to completing this agreement:

- Your most recently completed PRP (mentees only);
- [SCU Strategic Plan and Goals](#); and
- [Leadership Capability Framework](#).

Mentee's name: .....

Mentor's name: .....

Establish the focus of the mentoring relationship (*eg. areas of development you would like to discuss with your mentor*):

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Goals for this mentoring relationship are (*use SMART goals [Specific, Measurable, Achievable, Action Orientated, Realistic and Time frame] to guide you and show what achievement of these priorities will look like*):

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Expectations of how goals will be achieved:

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Meeting times (*frequency and duration*) and other methods of communication:

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How will progress be recorded and monitored?

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## CONFIDENTIALITY

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*I understand that the mentoring relationship is a confidential arrangement, a relationship built on trust and confidentiality, where both parties can openly share issues and experience.*

.....  
Mentee's signature

.....  
Date

.....  
Mentor's signature

.....  
Date

[Apr19]

Email completed agreement to: [hr@scu.edu.au](mailto:hr@scu.edu.au)