



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):

TAO

LinkedIn

Email

Zoom

Phone (Call or Text)

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

We, the Mentor & Mentee, have agreed it is the responsibility of Mentor OR Mentee to arrange the following in-person or online meetings and inform the Mentor OR 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: