

MENTORING AGREEMENT

Between..... and.....
(Mentor) (Mentee)

We agree to enter into a 12 month Mentoring Relationship facilitated by the Concrete Institute of Australia.

We have discussed and agreed to the following goals, ground rules and expectations for our Mentoring Relationship.

Mentoring Relationship Goals:

Mentee Goals:

- 1).....
.....
- 2).....
.....
- 3).....
.....
- 4).....
.....

Mentor Goals:

- 1).....
.....
- 2).....
.....
- 3).....
.....

Achieving Our Goals:

We have discussed and agreed to fulfil our commitment to meeting these goals through the following tasks, activities and discussions:

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.....

Meeting Frequency:

We have discussed and agreed to the following meeting schedule:

- Face to face meetings every weeks with a meeting duration not more than hour(s).
- Face to face meetings to be held at
- Phone contact every weeks with a call duration not more than minutes.
- Email contact on not more than separate occasions in a week period.
- Other (provide details)

The **Mentee** agrees to take the initiative in arranging/confirming proposed meetings and contact.

Additional Considerations:

We have discussed and agreed to the following:

- Responsibilities and expectations
- Availability and level of commitment
- Confidentiality requirements and “no go” topics
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Mentor’s signature **Date**

Mentee’s signature **Date**

If you require any assistance in completing the information in this agreement please contact the Program Coordinator.

Please return your completed Mentoring Agreement to the Program Coordinator at:

Attn: Mentoring Program Coordinator

Email: member@concreteinstitute.com.au

Fax: 02 9966 1871

**Post: Concrete Institute of Australia
PO Box 1227
North Sydney, NSW, 2059**