



OISE MENTORSHIP PROGRAM

Mentoring Agreement Template

To get the most out of your mentorship experience, mentors and mentees should talk about their expectations and goals for the mentoring relationship.

Agree on expectations: How will the relationship work?

1. Meeting together: What works best? Will we meet:
 - a. In-person
 - b. Phone
 - c. Email
2. In general, how often would we like to meet/interact (e.g., once per week, every other week, etc.)? Renegotiate as needed.
3. If a text message, email or voicemail is received, we will get back to each other within:
 - a. 12 hours
 - b. 1-2 days
 - c. Other
4. If we can't make an expected meeting/interaction, how will we get in touch?

Agree on goals: What do you hope to gain from the relationship?

1. Mentees, what are your

Agree on privacy, confidentiality and trust:

1. We both agree to protect each other's privacy and abide by the boundaries of the mentoring relationship.
2. We both agree to abide by and appreciate that our conversations are confidential.
3. We agree that if either of us need to leave the program early, we must advise the program coordinator at oise.mentorship@utoronto.ca.

GOAL SETTING

Purpose of goal setting:

Setting goals will help you strive to achieve success. Although goal setting is often challenging, it will increase efficiency and effectiveness in your mentoring relationship. Goals are important because they:

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The OISE Mentorship Program values a key career concept called planned happenstance that encourages curiosity, openness, flexibility, optimism, calculated risk-taking and persistence. As you explore your professional and student identities in this program, recognize that your and your mentor's career trajectories may not be linear.

Come prepared for mentoring in 3 steps by 1) identifying your main interests and transferable skills, 2) researching some potential study or career options for discussion, and 3) setting expectations: be clear about your needs, but remember your mentor is not there to do the work for you but to help you work better.

#ž CLARIFY YOUR GOALS

Tell your mentor exactly what you hope to achieve through mentorship. Set a goal and discuss the ways you may be able to accomplish it. You may also set smaller goals for each meeting, which will help you progress quicker and build skills together.

Your mentor should share their own goals and expectations – please be respectful to one another.

\$ž ASK QUESTIONS

Ask for advice on a particular challenge. Has your mentor experienced something similar to you? What steps did they take to overcome it?

Share and engage in stories that help clarify details or emphat

A GUIDE TO CAREER TRANSITIONS

recognizing that careers aren't linear. Planned happenstance is a key career concept that encourages curiosity, openness, flexibility, optimism, calculated risk-taking and persistence. As a mentor, you play an

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