

# Mentorship Agreement



The Mentorship Agreement is a space on the Together platform where mentees can record the goals and development plans they want to achieve through the mentoring experience. To access it, click your mentee/mentor's name on the left-hand menu bar, then click 'Mentorship Agreement'.

(This PDF document is not editable. Please fill out the Mentoring Agreement on the Together platform)

## Skills and Goals Plan

For Mentees: The goals and skills below are the ones you selected in the registration questionnaire as ones you want to work on during this programme. Now that you are paired with a mentor, please review them and tick the ones that are still relevant for you. It's best to select 1-2 goals and 1-2 skills/competencies.

<b>SKILLS</b>	<b>Core competencies</b>	<b>Management/Leadership competencies</b>
	<input type="checkbox"/> Accountability	<input type="checkbox"/> Thinking and leading strategically
	<input type="checkbox"/> Client Orientation	<input type="checkbox"/> Building and nurturing teams
	<input type="checkbox"/> Commitment to Continuous Learning	<input type="checkbox"/> Driving transformational change through co-creation
	<input type="checkbox"/> Communication	<input type="checkbox"/> Empowering others
	<input type="checkbox"/> Creativity	<input type="checkbox"/> Encouraging integrity, inclusion and respect for diversity
	<input type="checkbox"/> Teamwork	
<b>GOALS</b>	<input type="checkbox"/> Planning and Organizing	
	<input type="checkbox"/> Technological Awareness	
	<input type="checkbox"/> Emotional intelligence	
	<input type="checkbox"/> Develop new ideas about moving up or laterally in the Organization	
	<input type="checkbox"/> Learn about one's current field/functional area	
	<input type="checkbox"/> Learn about a different field/functional area	
	<input type="checkbox"/> Learn about life in other duty stations	
	<input type="checkbox"/> Expand professional network	
	<input type="checkbox"/> Improve management/leadership skills	

Then assess your progress to-date on each of these goals and skills.

### Assess Your Goals

How far along are you in reaching these goals? 0 would be no progress and 10 would be maximum progress.



### Assess Your Skills

How far along are you in developing these skills? 0 means that you lack a skill and 10 would be proficiency in a skill.



## Development Plan

This section is for mentees to complete with the help of their mentor. Consider what actions you can take to achieve your goals.

### Action Plan

What are some concrete actions you can take to achieve your goals for the mentoring period?

### Aspirations

Where will you be at the highest point in your career?

## Scheduling & Time

### What time commitment will you make?

Decide how frequently you'd like to meet with each other.

### What's your preferred style of contact?

Consider whether you'd like to meet in person, email, talk on the phone, chat over IM, or otherwise.

### Any other notes?

Consider what else you need to establish to make this mentorship successful.

## Mentorship Pledge

I agree to keep sensitive conversations from the mentorship sessions private and confidential.

I agree to respect my mentor/mentee's schedule and will show up prepared and on time for each session.

**Mentee signoff** (type your name)

**Mentor signoff** (type your name)

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