### **GCS Mentoring Contract Template**

This contract is to be completed by the mentor and mentee during their first introductory meeting. It sets out what you are aiming to achieve and how you will work together to achieve those goals.

|  |  |
| --- | --- |
| Mentee: |  |
| Mentor: |  |
| Date of the first meeting: |  |

|  |
| --- |
| Suggested areas to cover during your first mentoring meeting |

● The mentor and mentee should establish realistic and achievable objectives and set up a timeline to work towards achieving them. Include the number of meetings and the end date of the mentoring partnership.

● We encourage you to use your Personal Development Plan to look at objectives to achieve during the partnership.

● The mentor and mentee should agree on the frequency, structure, length and logistics of the meetings they will schedule. This includes discussing and channels of communication to use.

● The mentor and mentee should discuss and reach agreement on confidentiality and ground rules or boundaries. Guidance on this can be found on the GCS Website, [in the mentor and mentee guide.](https://gcs.civilservice.gov.uk/academy/mentoring/the-mentor-and-mentee-guide/)

|  |
| --- |
| **Mentee’s Learning Objectives (it can be one or more than one)** |

●

●

●

|  |
| --- |
| **Mentoring Learning Contract**  Please review and amend as appropriate |

**Roles and Responsibilities:**

● The mentor agrees to support the mentee to achieve their learning objectives.

● The mentee agrees to actively progress their learning objectives and to take responsibility for managing their own learning and career development.

● The mentee must drive the partnership, being proactive in scheduling meetings and rescheduling them if needed.

● The mentee should tell the mentor in advance what they would like to discuss at each meeting.

● The mentor and the mentee must be committed to a Bullying, Harassment and Discrimination (BHD) free workplace and confirm they have read the BHD guidance for their departments.

**Mentoring Meetings**

● You should aim to meet every 4-6 weeks for 1-2 hours.

● You should have mentoring discussions face-to-face/by telephone/video call (select what applies).

● You should be accessible for contact by telephone and email as necessary between meetings.

● Your mentoring partnership starts on \_\_\_\_\_\_\_ and is until \_\_\_\_\_\_\_, but you recognise that there may be unforeseen circumstances which result in the partnership concluding before this point, with no blame being attached to either party.

**Confidentiality:**

● Your mentoring discussions are confidential both during and after the formal partnership has finished.

● The mentor will not be in touch with the mentee’s line manager and will only discuss the mentee with others with the mentee’s consent (unless in very exceptional circumstances, for example where a Civil Service Code, BHD or a health and safety issue is involved, in which case the mentee will be advised of the need for disclosure).

● The mentee will only use the mentor’s name or authority when agreed in advance.