



## Appendix 1 - Mentoring Agreement

<b>Start of mentoring (date)</b>			
<b>End point (if known)</b>			
<b>Frequency (weekly, bi-weekly, monthly)</b>			
<b>Coach's Name:</b>		<b>Mentor's Name:</b>	
<b>Meeting Preference:</b> Weekday availability (Mornings/Evenings) Weekend availability (Mornings/Evenings) Preferred day/time			
<b>Communication Preference:</b> Phone, Email, WhatsApp, Slack etc.			
<b>Initial Observation to be completed:</b>		<b>PDP/Grow plan to be completed:</b>	
<b>Coach's expectations of the mentor:</b>			
<b>Mentor's expectations of the coach:</b>			
<b>Format of Mentoring</b> (can use one or all as required)			
<b>1–1 meetings – advice and idea sharing session</b> Details (when, where, duration etc):	<b>Yes/No</b>	<b>Supported coaching placement – Peer to Peer/Co-coaching:</b>	<b>Yes/No</b>
<b>Observation session – Mentee to observe Mentor:</b>	<b>Yes/No</b>	<b>Observation session – mentor to observe coaching:</b>	<b>Yes/No</b>
<b>Resources to be Used</b>			
<b>Coach Log Book: Yes/No</b>		<b>Coaching Skills Analysis Sheets: Yes/No</b>	
<b>Session Plans and Review Sheets: Yes/No</b>		<b>Other:</b>	
<b>Mentor's signature:</b>		<b>Coach's signature:</b>	