



KNOWLEDGE. EMPOWERMENT. MOTIVATION. CONNECTION.

SETTING THE FRAMEWORK

Mentoring is both a “Get and Give” experience with the goal of providing a rich and rewarding experience for both partners. In this relationship, both parties must be respectful of each other’s time and commitments. This form will help you in developing a schedule and format for your meetings.

Mentor: _____

Mentee: _____

I am the Mentor/Mentee *(circle one)*

The best way to contact me is by *(if by phone, provide #):*

- ☐ Office - Call
- ☐ Cell - Call
- ☐ Cell - Text
- ☐ Email

My preferred meeting time is:

- ☐ Morning
- ☐ Afternoon *(circle one)*

With an ideal length of time of: _____

Frequency of meetings: _____

Preferred location of meetings *(office/conference room/offsite):* _____

Preferred way to meet:

- ☐ Virtually
- ☐ In-Person

Who will be responsible for scheduling the meetings? _____



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Establishing Norms: In the table below are common norms in any type of relationship. Discuss and outline what these look like and expectations for any you feel are important to the success of this partnership. Empty boxes are provided for additional norms you would like to add.

<u>Confidentiality</u>	<u>Trust</u>	<u>Respect</u>
<u>Commitment</u>	<u>Accountability</u>	<u>Time</u>