



# TPCA FEMALE LEADERSHIP MENTORING PROGRAM AGREEMENT

## THE FOLLOWING WILL BE AGREED BY THE MENTOR AND THE PROTÉGÉ:

- Number of Mentoring Sessions
- Length of Mentoring sessions
- Location of Mentoring sessions – In person, On phone, Skype/Facetime
- Start date for Mentoring
- End date for Mentoring

### ROLE OF MENTOR

- To be non-judgmental, objective and open throughout the mentoring process.
- To focus on the goals and outcomes of the protégé.
- To encourage and challenge the protégé to reach their full potential.
- To support the protégé during their development.
- To ensure the location of sessions is private and conducive to development.
- To observe confidentiality of all discussions at all times unless there is a potential for, or a risk to others, the organization or the law.
- Any records and reports resulting from the sessions should be kept securely.

### ROLE OF PROTÉGÉ

- To recognize the mentoring process is an investment in your development.
- To engage with honest and open communication with your mentor at all times.
- Be willing to embrace any necessary change to aid attainment of your goal.
- Be prepared to take on board feedback you receive.
- Be open to challenges to your thoughts, ideas and working practices
- To commit to the principles of mentoring to aid your development.
- To give as much notice as is operationally possible if you are unable to attend a coaching session.

## CONTACT DETAILS

| MENTOR      | PROTÉGÉ     |
|-------------|-------------|
| Email:      | Email:      |
| Work Phone: | Work Phone: |
| Cell Phone: | Cell Phone: |

## ACCEPTANCE OF AGREEMENT TERMS

**Mentor:**

**Protégé:**

**Signature:**

**Signature:**