# Women in Property Mentoring Scheme

## Mentoring Agreement

### introduction

The Women in Property mentoring programme operates through a network of volunteer members. The mentor is one such volunteer, and has skills and/or experience understood to be relevant to the requirements of the mentee. The mentee wishes to access the mentor in order to gain guidance and support for their development.

Both parties have undertaken the Women in Property mentoring training that

includes highlighting the mutual obligations and responsibilities. This agreement summarises these obligations and responsibilities together with some practical guidance. The parties agree that the relationship between them shall be as set out in this agreement, understanding the mutual and the individual obligations.

### Mutual responsibilities

The relationship is completely confidential, unless permission is otherwise and specifically given by the mentee, and is being entered into in an honest and trustworthy manner.

The mentoring relationship will provide a safe environment within which to explore issues and challenges and to assist in moving towards change. By undertaking this mentoring relationship, which is built on mutual trust, the parties commit themselves as the mentor/ mentee to be truthful, courteous and to meet at the times agreed upon by both parties.

Both parties understand that they should:

* Establish how the mentoring will be conducted and set out agreed times and frequency to meet.
* Keep any written notes confidential and secure.
* Give at least 24 hours notice if a meeting needs to be changed.

Both parties agree to provide feedback to the co-ordinator when requested, in order to help resolve any issues and to assess the effectiveness of the programme as a whole.

The Women in Property mentoring programme has a no fault divorce clause, and mentor and/or mentee should contact their branch mentoring co-ordinator immediately if the relationship is not working out.

### Obligations of the mentee

As the mentee, I am willing:

• To communicate my goals and support I would like from the mentor.

• To listen to the advice and guidance given, reflect and be open-minded.

• Be ready to change in order to achieve my goals.

• To take actions as agreed in between mentoring meetings.

**Obligations of the mentor**

As the mentor, I will:

• Support the mentee’s development and not advise them.

• Gain an understanding of the mentee’s goals and challenges

• Work towards the mentee’s agenda and guide them in setting realistic targets.

• Focus on the best interests of the mentee.

• Seek regular feedback

• Offer my support without charge for the duration of the relationship.

I have read and understood this agreement.

Mentor Name

Signature Date

Mentee Name

Signature Date