



MENTORING AGREEMENT: SUGGESTED TALKING POINTS

To get the most out of your mentoring experience, Lodestar: The ACDA Mentoring Program recommends that you talk about the expectations and goals that both the apprentice and mentor have for the mentoring relationship.

Agree on Expectations: How will the relationship work?

1. **Meeting together:** What works best? (Remember, you want to have at least one real-time meeting or conversation.) Will we meet:
 - In person
 - Zoom
 - Skype
 - Phone
 - Email
2. In general, **how often** would we like to meet/interact (e.g., once per week, every other week, once a month)? Renegotiate as needed.
3. If an **email/voice mail** is received, we will get back to our partner within:
 - 24 hours
 - 1-2 days
 - 3 days
 - Other
4. If we can't make an expected meeting/interaction, how will we get in touch?
5. When will we meet or talk **next**?

Agree on Goals: What do you hope to gain from the relationship?

1. What are the **apprentice's goals** for this mentoring relationship? (See ACDA registration form.) Is there any clarification needed?
2. What are the **mentor's goals** for this mentoring relationship?
3. What **actions** can you and your mentoring partner take to achieve these goals?

Adapted with permission from the Stanford Alumni Mentoring Program, Career Development Center, Stanford University.