Appendix D: Mentoring Agreement or Learning Contract (sample 2)

*Content adapted from DOP Mentoring Model (rev. 8/29/08)*

We are voluntarily entering into a mentoring relationship from which we both expect to benefit. We want this to be a rich, rewarding experience with most of our time together spent in professional development activities. In order to define our mentoring relationship, we have agreed that the goals described on the following page are SMART goals:

|  |  |
| --- | --- |
| **# S = Specific** | Goals are in language that makes the desired outcome specific, and will “stretch” the mentor and mentee to learn and perform. |
| **# M = Measurable** | Each goal includes a specific measure to determine when the goal is achieved or progress has been made in achieving the result. |
| **# A = Achievable** | Goals are realistic, to be achieved within the time allotted. |
| **# R = Relevant** | The task or activity is relevant to the mentee. If the goal and activities are not relevant, the mentee will have difficulty completing the activities and accomplishing set goals. |
| **# T = Timely** | Goals include a date by which the mentor and mentee agree when the activity or result will be accomplished. |

We acknowledge that we are participating in an agency-approved mentoring program, and that participation does not guarantee promotion or entitle the participants to preferential treatment in employment related activities.

Name of Agency:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mentee (name) |  | Signature |  | Date |
| Mentee’s Supervisor (name) |  | Signature |  | Date |
| Mentor (name) |  | Signature |  | Date |
| Mentor’s Supervisor (name) |  | Signature |  | Date |
| Mentorship Coordinator (name) |  | Signature |  | Date |

Duration of the mentoring program

Expected frequency of meetings for the mentor and mentee

**GOAL #1**

Measurement:

Completion date:

**GOAL #2**

Measurement:

Completion date:

**GOAL #3**

Measurement:

Completion date:

**Other areas of Mutual agreement**

Mentor Signature Mentee signature