

## Mentoring Agreement

As a mentor and mentee, in this mentoring relationship we agree:

- To meet for one hour every fortnight for a period of up to 34 weeks
- To exchange a current contact telephone number
- To meet at the Chamber or mentor premises or other suitable public space
- To arrive on time or to contact each other a day in advance if unable to make the meeting
- To contact Melissa Healy immediately if either feels the mentoring relationship is not working
- Not to bring family or friends to the meeting
- Not to give or accept money or gifts from each other
- Not to introduce any commercial interest into the relationship, for example by the mentoring investing in the customer or attempting to sell their services

In addition

### MENTOR

- I agree to work with the mentee to identify goals and actions needed to progress and support their business idea. This may include identifying sources of specialist support
- I agree to provide support and guidance in a friendly, non judgemental manner that enables the mentee to make decisions regarding their new business
- I agree to act in the best interests of the mentee at all times and will encourage and motivate, pointing out opportunities as well as potential problems
- I agree to refer to The West Yorkshire Enterprise Agency if I encounter any problems whilst working with the mentee in my mentoring role
- I agree to maintain contact with the Agency and to keep a brief record of the meetings using the mentor diary supplied
- I agree to keep any information that the mentee tells me confidential unless otherwise agreed with the mentee or the information concerns me at which point I will advise the Agency

### MENTEE

- I agree to work with my mentor to identify goals and follow-up any actions required to help my business start
- I agree to maintain contact with my mentor as agreed above for the support and guidance
- I agree to cooperate with my mentor and recognise that they are acting in my interests, providing their support in a voluntary basis
- I agree to work with my mentor in order to develop my business plan
- I agree to keep my mentor and the Agency informed of any relevant changes to my contact details, for example a change of name or address
- I agree to be honest in the information that I tell my mentor
- I understand my mentor will provide information, advice and guidance and that it is my choice whether to follow their advice or not
- I understand that I cannot hold my mentor responsible if the decisions I make do not lead to the results that I hoped they would
- I understand that I am entitled to request information held about me by the Agency

The purpose of this agreement is to clarify the roles and responsibilities of both the mentor and the mentee



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