



Mentoring Contract

The mentoring contract of expectations should be completed at the first mentor session where possible. It is useful for both the mentee and the mentor to have a look at it before the first session and come to the session with ideas of what they would like to include.

What type of support does the Mentee want from the Mentor. Relevant areas might include:

- Starting a business
- Building a dispensary
- Sourcing herbs and products
- Confidence at using herbs in practice
- Managing a consultation / Professionalism and boundaries / Record keeping
- Safe practice

Please add any areas not mentioned above that you feel would like support with.

What expectations does the Mentor have of the Mentee? (Please see attached list for examples):

What expectations does the Mentee have of the Mentor? (Please see attached list for examples):

How often will you meet?

Every month is ideal at the outset, up to 6 times a year would be a good minimum. Mentees may need more support initially or at certain points in their first year in practice.

For how long will sessions last?

The recommended expectation for a mentoring session is a minimum of 30 minutes to a maximum 1.5 hours. Session lengths can be agreed upon between the mentor and mentee.

What will be important things to consider for your discussions?

For instance: confidentiality (and its limits), openness, etc.

If problems arise, how will they become resolved?

Any additional areas you want to discuss and agree to in advance?

MENTEE SIGNATURE

MENTOR SIGNATURE

Mentor & Mentee Expectations

Please see the list below of examples of what you may want to include in your mentor contract. It is not an exhaustive list, just some ideas to help you along the way, and it is expected you will add your own expectations that are relevant to you. It is important to identify your expectations of the mentor/mentee relationship in advance so there is clarity over roles and responsibilities and what mentoring can and can't provide.

Mentor

- Accept and value me.
- Please have realistic expectations of me and my mentoring.
- Find time to be reflective on practice.
- Be receptive to feedback and guidance.
- Meet in a private and confidential space (coaching is different to mentoring and can be in a non-private space).
- To give me your full attention within our meetings.
- Understand that I as your mentor may not have all the answers, but I will support you to find them.
- Be responsible for your own learning and actions.
- Keep to your commitments where possible and keep me informed if you need to change appointments or arrangements.
- If things aren't working let me know, offering suggestions of other ways you think I can help.
- Be open and honest with me.
- Participate as a partner in the mentoring process.
- Be open to ideas and suggestions.
- To collaborate with me in the mentoring process.
- To set realistic aims and goals and work toward accomplishing these.
- To consider strategies and to practice new skills.

Mentee

- Accept and value me.
- To guide me in figuring things out for myself.
- To give me the space to be myself.
- To help make our discussions positive.
- To be supportive and offer guidance.
- To be non-judgmental.
- To offer help and support.
- To signpost where needed.
- Be willing to ask questions and challenge me respectfully if needed.
- Be patient with me.

Mentee Responsibilities

Mentee's Responsibilities

In the mentoring process you, as the mentee, are responsible for your own learning and development. The mentor's role is to help and support your learning by asking questions and providing a safe space in which you can explore methods, strategies, and ways to learn and develop your practice.

As a mentee you are responsible for the following phases of your learning:

Self-Awareness: Continuously re-defining who you are, what you value, what you want, what skills and talents make you unique, and your limitations.

Setting Aims and Goals: Goals give purpose and direction to your practice. It is important to set goals and that these are realistic and allow room for challenging yourself.

Actions: To grow and develop requires action. It can help to break your goals and aims into manageable steps before you start.

Reflecting on Your Learning: Reflection helps you learn from both your achievements and things you have found challenging or struggled with. Reflective practice is an important part of professional development and safe practice. You can use mentoring to explore and reflect on your practice and this will help you consider future learning needs and areas of development.