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| Mentoring Programme Agreement | | **Date** | dd-mm-yyyy |
| The Mentoring Programme Agreement ensures that you have a framework to start from, so you can avoid misunderstandings and disappointments. The Agreement does not have to follow the below format but is recommended to discuss the mentioned areas. | | | |
| **Mentor** | **Name** | **Email** | **Phone** |
|  |  |  |
| **Mentee** | **Name** | **Email** | **Phone** |
|  |  |  |
|  | | | |
| **Vision**  To get started, you can seek inspiration in your registration | **Motivations** | [Please share why you have decided to become part of this programme. Both the mentee and the mentor can share, but preference is given to the mentee.] | |
| **Expectations** | [Mentee, please share your expectations for this programme. Do you wish to learn more about working as a data scientist? About doing a PhD? Do you want coaching to know what you want? These are all fair points. It is the mentor’s role to help manage the expectations ensuring the mentee is challenged but does not have unrealistic expectations for the outcomes.] | |
| **Goals** | [From the beginning, both should focus on defining the mentee’s goals. It is the mentor’s role to help define these goals. It can be a help to look up “SMART goals” if a framework is needed.] | |
|  | | | |
| **Meetings** | **Frequency** | **Format** | **Duration** |
| [Monthly, biweekly etc.] | [In-person, online, mix etc.] | [½ hour, 1 hour etc.] |
| **Is it OK to contact each other between meetings if urgent?** | | |
| [Yes, by email/phone within these hours…; No] | | |
| **Preferred channel of communication** | | |
| [Email, phone, video call] | | |
| **Responsibilities** | | |
| [Who is responsible for… taking notes; scheduling the next meeting; planning an agenda; following up etc.] | | |
| **Recurring topics and focus** | | |
| [See initial meeting guidelines in the DDSA Mentoring Programme Charter for inspiration.] | | |
|  | | | |
| **Confidentiality.** It is important that both parties can be honest, I will therefore not share confidential information outside of the check-ins. | | | I agree |
| **Code of Conduct adherence**  Have all parties read and understood the DDSA Code of Conduct? | | | [YES/NO] |

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| **Recurring meeting guidelines** | | **Date & Time** | dd-mm-yyyy @ hh:mm |
| This template is a starting point. Feel free to customise it at your own discretion. | | | |
| **State** | [What has happened since the last meeting? What experiences or challenges are worth mentioning and/or discussing?] | | |
| **Topics** | [What is on the mentee’s mind? Which topic/goal (within the vision) should we discuss?] | | |
| **Goals until next time** | [If specific goals for the mentoring programme is set, we encourage involved parties to briefly review these in the light of the current state, at each subsequent meeting. Likewise, specific goals, ambitions and expectations may be set until next meeting.] | | |
| **Next meeting** | [Please make sure to schedule the next meeting (and, ideally, all subsequent meetings) clearly, to avoid any confusion.] | | |