**Mentoring Program Expectations and Commitments.**

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| **Mentee** | **Mentor** |
| * Responsible for their development. * Ownership of the direction and content of the mentoring relationship. * Total 5 hours a month spent on reflection, preparation, and activities. This includes a formal 1-hour meeting with the mentor every month plus another 1 hour of ad hoc coaching as required. | * Coach and facilitate the development of their mentee. * Share expertise, connect mentees to their network and provide guidance. * 3 hours per month on each relationship including preparation, a 1-hour formal meeting with the mentee and 1 hour of ad hoc coaching per month as required. |
| **Expectations:**   * Fully engage and commit the required time in the relationship. * Be open to constructive feedback. * Set up meetings and agendas. * Follow-up on action items. * Identify and track goals. * Align key learnings with your own situation. * Make the required effort towards the goals set. | **Expectations:**   * Meet formally on the agreed monthly time frame. * Be available for unscheduled conversations. * Give quality feedback. * Provide positive facilitation and development experiences. * Demonstrate the core values of the Resolution Institute. |

**Mentor Readiness Assessment.**

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| Are you passionate about helping an individual’s growth over the next 12 months? | Y | N |
| Are you willing to commit the time to a mentoring relationship (3 hours per month per mentee)? | Y | N |
| Are you committed to the effort needed to prepare for all mentoring conversations? | Y | N |
| Are you committed to follow up each mentoring conversation? | Y | N |
| Are you comfortable asking questions to help facilitate your mentee’s own problem solving? | Y | N |
| Are you comfortable with providing direction when only as needed to help your mentee in the right direction? | Y | N |
| Are you comfortable to give both positive and critical feedback to your mentee? | Y | N |
| Are you comfortable receiving both positive and critical feedback from your mentee? | Y | N |
| Are you prepared to help your mentee in setting up challenging developmental goals? | Y | N |