**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.
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| **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.
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**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  |