

# Leader in training/ mentor agreement



The relationship between a leader in training and her mentor is an important way of helping volunteers to feel confident and committed to carry out their roles. This contract should ensure that the leader in training, and the mentor understand what is expected from the relationship, and how it will proceed. **The mentor and the leader in training should both keep a signed copy of this agreement, which can be referred to if anyone is ever unsure about the relationship that they share.**

## Mentoring agreement

By signing this agreement, the mentor and leader in training recognise that we are both voluntarily entering into a partnership to ensure a supportive environment in which to complete the Leadership qualification. Through regular communication and meetings, we will focus on the leader in training's learning and development needs.

### We agree that:

- 1 The mentoring relationship will last for two years or until the leader in training has completed her qualification, whichever comes first.
- 2 We will meet at least once every three months, with contact via other methods (such as email or phone) between meetings.
- 3 If for any reason either of us cannot make a meeting we will inform the other person at least 24 hours in advance and arrange an alternative date.
- 4 We will follow Girlguiding's Code of Conduct and notify our local commissioner if we feel this has been breached.
- 5 We agree that the mentor's role is to:
  - Start and end the relationship as appropriate.
  - Keep a meeting log of our relationship to ensure progress is tracked effectively.
  - Support the leader in training in identifying areas of learning development.
  - Maintain confidentiality with the leader in training, but inform the commissioner if she discusses anything which seems to be a breach of Girlguiding's Code of Conduct.
- 6 We agree that the leader in training's role is to:
  - Give the leader in training responsibility for her own learning.
  - Complete a reflection process with the leader in training once she has submitted her portfolio.
  - Create a safe learning environment.
  - Facilitate the development of the relationship.
  - Provide feedback to the leader in training which is specific, timely, genuine, objective and forward-looking.
  - Contribute to the monitoring and evaluation process.

We agree to the above statements.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Mentor: \_\_\_\_\_

Leader in training: \_\_\_\_\_