



DEVELOP OTHERS.



Mentoring Agreement

This template is designed to help the mentor and mentee mutually agree to parameters and goals for the mentorship. It is designed to be filled out together.

Step 1: MUTUALLY AGREED-UPON GOALS

1. What are the mentee's goals for the mentorship? What do you hope to achieve? (For example, gain knowledge/skills to work in a new setting, achieve CCM certification, gain leadership skills, etc.)
 - Goal 1
 - Goal 2
 - Goal 3
2. How will we know when the mentee has achieved these goals? What will be different? <list evaluation metrics>

Step 2: MUTUALLY AGREED-UPON MEETING TIME/PLACE/FREQUENCY (IF POSSIBLE)

1. We commit to meet <select a period: daily/weekly/monthly, etc.> and make every effort to prioritize our time together.
2. We will meet <place/time>.
3. We agree to meet for <duration of the mentorship>. At the end of that period, we agree to evaluate the effectiveness and outcomes of the mentorship.
4. If one of us cannot meet, we agree to communicate with the other at least <time period> in advance of our meeting time.
5. In the event that either of us finds this mentorship unproductive or ineffective, we agree to terminate the mentorship without blame or hard feelings.
6. Required resources and references include <list>



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Step 3: AGREE UPON VALUES & EXPECTATIONS

1. We agree to be mutually respectful.
2. We agree to be honest and constructive in our interaction.
3. We agree to keep each other's counsel. Any sensitive issues that we discuss will be held in the strictest of confidence. Issues that are off limits for discussion include <list>.
4. We agree to complete assigned reading, research, etc. prior to the meeting at which it will be discussed to optimize our time together.

Mentee Signature

Date

Mentor Signature

Date

The parties understand that participation as a mentor or mentee is voluntary. This agreement does not constitute an endorsement by the Commission for Case Manager Certification of any mentor, mentorship or other agreement between the signing parties. The signing parties agree to release and forever discharge, indemnify and hold harmless the Commission for Case Manager Certification, its respective directors, officers, employees, members, volunteers or agents and its successors and assigns from any and all liability, claims, causes of action, damages and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from this agreement.