

# Mentoring and Coaching Contract

## Introduction

This document outlines the principles, values, and guidelines that will govern the mentoring and coaching relationship between the mentor/coach (referred to as "Mentor/Coach") and the mentee/coachee (referred to as "Mentee/Coachee"). It aims to create a mutual understanding and alignment of expectations for a productive, supportive, and professional engagement.

## 1. Voluntary Participation

- Participation in the mentoring or coaching process is entirely voluntary.
- The Mentee/Coachee may choose to discontinue the sessions at any time, without the need for an explanation.
- The only requirement for cancellation is a notification sent at least 2 days before the scheduled session.

## 2. Core Values

The Mentor/Coach and Mentee/Coachee agree to base their interactions on the following key values:

- **Trust:** Mutual trust is the foundation of our relationship. Both parties commit to being open, honest, and reliable.
- **Confidentiality:** Absolute confidentiality is paramount. No information discussed during the sessions will be shared with others unless explicitly permitted by the Mentee/Coachee (detailed further in section 9).
- **Authenticity:**
  - The Mentor/Coach remains true to their own personality and values.
  - The Mentor/Coach believes in the solutions they propose and remains fully engaged in every session.
- **Respect:**
  - Every individual is unique, and therefore each process is tailored to the specific needs of the Mentee/Coachee.
  - The Mentor/Coach avoids using a fixed set of questions and instead applies a personalized approach in each session.

- **Honesty:** Both parties agree to engage in transparent communication, sharing their thoughts and feedback candidly.
- **Partnership:** The relationship is one of equal partnership, where both parties work collaboratively toward the Mentee/Coachee's development.
- **Collaboration:** Active participation from both sides is crucial. The Mentee/Coachee is expected to engage fully in the process, and the Mentor/Coach will contribute their expertise and support.
- **Mastery:**
  - Both the Mentor/Coach and Mentee/Coachee commit to striving for excellence.
  - The Mentor/Coach remains dedicated to continuous learning and personal development, staying up to date with best practices through supervision and self-reflection.
- **Atmosphere:**
  - A positive and friendly atmosphere is essential for productive collaboration.
  - The Mentor/Coach ensures that, even when change feels uncomfortable, the working environment remains supportive and trust-based.

### 3. Role of the Mentor/Coach

- **Facilitation, not Direction:** The Mentor/Coach's role is not to shape the Mentee/Coachee's goals. The aim is to help the Mentee/Coachee explore and understand who they are being invited to become by their circumstances.
- **Support in Competency Development:** In areas where the Mentor/Coach has expertise, they will provide guidance through coaching, consulting, and training to help the Mentee/Coachee develop relevant competencies.
- **Non-Prescriptive Approach:** The Mentor/Coach does not guarantee a transformation from Point A to Point B. Each session is a step toward the overarching "North Star" goal, with the understanding that life and session dynamics may bring new directions.

### 4. Session Structure

Each session will follow a structured process to maximize value:

- **Preparation and Punctuality:** Both parties commit to arriving prepared and on time for each session.
- **Recap:** The session will begin with a review of the previous session's outcomes, including a summary of the current state.
- **Goal Setting:** The Mentee/Coachee will primarily define the expectations and objectives for each session.
- **Tool Selection:** Based on the session's goals, the appropriate method (coaching, advisory, training) will be selected collaboratively.
- **Main Session:** This is the core part of the session, focused on working toward the selected goals using the chosen method.
- **Conclusion and Summary:** The session will end with a recap of the discussion, any actions or takeaways, and reflections on progress made.

## 5. Feedback and Continuous Improvement

- The Mentee/Coachee commits to providing constructive feedback after each session, sharing whether the session was valuable and if they wish to continue with future sessions.
- Feedback will be used to refine and improve the mentoring or coaching process.

## 6. Non-Transactional Focus

- The purpose of this mentoring/coaching relationship is not to guarantee the injection of specific competencies in a fixed period.
- The Mentor/Coach commits to facilitating progress, but each session's outcome is guided by the present circumstances, personal insights, and evolving needs of the Mentee/Coachee.
- The focus is not purely on moving from Point A to Point B but on understanding the direction and opportunities the situation presents.

## 7. Ecological and Ethical Responsibility

- The Mentor/Coach commits to conducting all sessions in ways that promote ecological balance, serving both the Mentee/Coachee and their wider environment.
- The mentoring or coaching process will align with ethical principles, ensuring all actions create positive outcomes for the Mentee/Coachee and those they interact with, respecting the needs of all involved.

## 8. Boundaries and Ethical Responsibility

- **Coach's Responsibility:** The Mentor/Coach is responsible for facilitating exploration, learning, and growth. This includes guiding self-reflection, providing insights, and selecting appropriate tools (coaching, advisory, training). However, the Mentor/Coach is not responsible for making decisions or ensuring specific outcomes.
- **Mentee/Coachee's Responsibility:** The Mentee/Coachee holds responsibility for their own progress and results. The Mentor/Coach provides support, but the responsibility for applying insights and making changes rests with the Mentee/Coachee.
- **Professional Boundaries:** Both parties agree to maintain professional boundaries, avoiding personal or business relationships that could compromise the neutrality and objectivity of the mentoring/coaching process.
- **Neutrality and Objectivity:** The Mentor/Coach will maintain objectivity in all interactions. If a conflict of interest or difficulty in maintaining neutrality arises, the Mentor/Coach will address the issue with the Mentee/Coachee and discuss potential resolutions, including termination of the relationship if necessary.

## 9. Commitment to Confidentiality

- All discussions, insights, and session details will remain strictly confidential. The Mentor/Coach will not disclose any information to third parties without the explicit permission of the Mentee/Coachee.

## 10. Termination of Contract

- Either party may terminate this contract at any time by providing notification at least 2 days prior to the next scheduled session.
- The Mentor/Coach may decide to terminate the contract if they feel they can no longer provide meaningful support or if conflicts of interest or boundary issues arise, provided sufficient notice is given to the Mentee/Coachee.

## 11. No Liability for Outcomes

- The Mentor/Coach does not guarantee specific results or transformations from the mentoring/coaching relationship.

- While the Mentor/Coach will provide their best effort and guidance, the responsibility for applying insights and achieving results lies with the Mentee/Coachee.

## 12. Signatures

By signing below, both parties agree to the terms outlined in this contract and commit to the principles, values, and guidelines stated.

- **Mentor/Coach:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

- **Mentee/Coachee:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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