



This is a mentoring agreement between:

name of ...		
	Mentee	Mentor
Phone		
Email		
Skype		
Address		

We agree on 6-8 meetings, approximately 1 hour within the following timeframe (start and planned end of the mentoring partnership):

The following dates can already be set (date, time, (virtual) meeting point)

The main objectives of the mentoring partnership are:

We will inform ourselves in advance if a meeting cannot take place unexpectedly and to arrange further appointments by (phone / email / WhatsApp / ...)

The mentee is responsible for the minutes of the meetings. The minutes support joint reflection on achievements.

**Confidentiality and non-disclosure:** We undertake to treat our conversations as strictly confidential. We will only talk to third parties about any topic of our mentoring partnership if together we have expressly agreed to do so beforehand. The obligation of secrecy continues even after the mentoring partnership has ended.

**Premature termination of the agreement:** in case of unexpected events or challenges that prevent us to continue a successful mentoring partnership, the mentoring can be terminated prematurely. In this case the coordinators will be informed by us.

Place / Date, Signature Mentor, Signature Mentee

We inform the coordinators that we have come to an agreement (mailto: [Karin.Grasenick@convelop.at](mailto:Karin.Grasenick@convelop.at))

