***DARE TO BE* MENTORING AGREEMENT**

Parties to this agreement

**Name of mentee**

**Name of Mentor**

**Purpose of the scheme**

*Dare to Be* mentoring brings together experienced academic and professional services staff, DMU alumni, and other distinguished partners to mentor DMU students. *Dare to Be* mentoring aims to improve student confidence, self-belief and motivation. At the heart of the scheme is a focus on attainment – doing well at university and working towards achieving life goals more broadly.

**The mentoring relationship**

In this scheme, mentoring is primarily a one-to-one relationship. The mentoring partnerships are expected to last until the end of the academic year (the scheme formally closes on Friday 24 June 2022), depending on the agreement between the mentor and the mentee. You are encouraged to meet on a monthly basis, although in some cases that won’t be possible.

Apart from general feedback on broad issues, the relationship is *strictly confidential* and its contents must not be discussed with any outside individuals, without the express permission of both the mentee *and* mentor. Neither party shall offer confidentiality if a matter that needs to be disclosed to a third party is mentioned.

**Features of the relationship   
*this section is for amendment by the mentor and mentee, please edit as appropriate and submit to d2bmentors@dmu.ac.uk***

* Contact guidelines *(e.g. we agree that contact can be made by telephone, online conferencing, email and in person. In the first instance, contact should be within normal working hours)*
* Confidentiality *(e.g. we both agree that information discussed during our mentoring meetings will remain confidential)*
* Duration of the relationship *(in the first instance, this relationship will last for x months, and is due to end on the xth of x month. If both of us wish to continue the relationship after this date, we will renegotiate the terms of the relationship)*
* Frequency and duration of meetings *(e.g. our meetings will take place on a monthly basis and will last for a minimum of one hour each time. We will keep in contact in between meetings by phone call or e mail)*
* Specific role of the mentor *(e.g. guide, observe and give feedback, recommend developmental activities, and so on…….)*
* Termination *(e.g. we agree to a non-fault conclusion of this relationship if, for any reason, it seems appropriate)*
* Additional points

**DMU Safeguarding, Students at Risk and Disability Policies**

Mentors, please ensure you are familiar with DMU’s Safeguarding, Student’s at Risk, and Disability policies:

<http://www.dmu.ac.uk/dmu-staff/people-and-organisational-development/safeguarding/policy-and-procedure.aspx>

*DMU Staff, please refer to the staff Blackboard site (MyCommunities>MyDevelopment) or email* [*d2bmentors@dmu.ac.uk*](mailto:d2bmentors@dmu.ac.uk) *for a copy of the relevant policy.*

*Non-DMU staff, please refer to the attached documents.*

Mentee signature: Date:

Mentor signature: Date:

Scheme co-ordinator signature: Date:

**GUIDELINES FOR SUCCESSFUL MENTORING MEETINGS**

**Frequency of meetings**

* Ideally, meetings should take place once per month wherever possible.   
  We understand that this may not be possible in all cases, and that in some instances more frequent meetings may be arranged
* Meeting monthly allows for continuity of contact during the relationship as well as allowing adequate time to implement any actions agreed at the previous meeting(s)
* Monthly meetings should also allow mentee and mentor to review how successful the action was in achieving goals and objectives, and plan future actions as appropriate

**Duration of meetings**

* Meetings should last for approximately one hour per session.
* This should allow time to cover issues that you wish to raise and adequate discussion time without feeling rushed

**Logistics of meetings**

Meetings can take place either online or face to face depending on preference and logistics. If online, it is useful to have cameras switched on in order to:

* Establish a rapport between mentor and mentee
* Establish a sense of common purpose
* Build an understanding of what each party should expect of the other

If it is not feasible on some occasions to have an online video meeting (e.g. due to work commitments), it is fine to hold a telephone call or email.

**Things to consider:**

* Establish that both parties have access to the appropriate technology and are comfortable with how to use them
* Plan a fixed time and date
* Determine who will call who
* Prepare for the meeting as for other meetings

**Contact between meetings.**

* Remember – although your mentoring meetings may only take place once every month, your contact with your mentor shouldn’t be limited to just these meetings – regular contact is important for building rapport
* Methods of keeping in contact should be discussed and agreed at your first meeting to ensure that both mentee and mentor are happy with the arrangements
* Email contact is not an ideal medium for your actual meetings, as it is limited as a discussion forum
* However – it is useful for keeping in contact between mentoring meetings, e.g. to update your mentor on how your action plan is progressing, and how things are going generally
* If both mentor and mentee are happy using email in this way – go for it!

**Preparation for meetings**

Preparation is essential to ensure that your meetings are as productive as possible. Please see the following preparation methods you can implement:

* Mentees should draft an agenda for the meeting – and agree it with your mentor before the meeting – to ensure the meeting is structured
* Mentees should draft a list of expectations for the meeting and the relationship itself (this is particularly important for the first meeting)
* Mentees should prepare a list of goals they want to achieve
* Prepare to be creative and open minded, and also – prepare to listen to another point of view
* Mentees should consider any questions they might have for their mentor
* Mentors should consider what was discussed in the previous meeting and anticipate possible direction for the next meeting

**The meeting itself**

* Consider using a development plan as a way of setting objectives, and planning the actions you might take to achieve these objectives
* Mentees - make a note of any actions that you agree, take the required action after the meeting, and don’t forget to review your progress on the agreed action during your next meeting(s)
* Mentors and mentees should agree what general issues the mentee may have raised for the mentors to take forward
* If possible, at the end of the meeting, set the date for your next meeting, as this will give you a timescale to work to in terms of the actions you have agreed