



## Mentoring Agreement

### **Mentoring Commitments:**

At its most basic level, mentoring is the passing on of skills, knowledge and wisdom from one person to another.

Duration of Mentoring Relationship: **6 months**

Quantity of meetings: **6 meetings minimum**

Duration of meetings: **1-2 hours**

### **Objectives**

The Advance Mentorship Model is goal-based. The mentee is responsible for setting clear goals and objectives for the duration of the match to guide the mentoring process. These goals/objectives should be learning based. The end result should be that the mentee has a clearer understanding of their organization, their career development process, and the steps that they should take to achieve their short and long-term career objectives.

### **How Can a Mentor Prepare?**

Assess your experiences: Mentors should reflect on the significant events in their lives, their successes and failures, the obstacles they encountered and the lessons they learned along the way.

### **Making Efficient Use of Time: Mentee**

- Schedule meetings in advance
- Be serious and diligent about scheduling and keeping appointments and returning emails and phone calls.
- The quality of time spent together is more important than the quantity; focus on the issues at hand and prepare an agenda if relevant
- Maximize the time spent together by fully preparing for any discussions or meetings. If appropriate, start each discussion with a progress review or update.

### **Factors to bear in mind as your relationship progresses:**

- Are we on track to reach the goals of our mentoring relationship?
- What do I think about my mentor/mentee?
- What is working well and why?
- What could be working better?
- How well are we communicating?

### **Confidentiality:**

All matters discussed in the course of the relationship shall be confidential, unless both parties agree that disclosure can occur. This includes all mentions of company related issues and data.

### **Disclaimer:**

The mentee understands that she is responsible for individually and independently satisfying herself of the soundness of any suggestions, recommendations, or advice-like comments made by the mentor.

By accepting the mentoring agreement, you hereby release and agree to indemnify and hold harmless YES & the Advance pilot companies and their employees from any liability or responsibility for damages of any kind that may result from your participation in the mentoring program.