IDHA Mentoring and Coaching Agreement

This agreement is between:

Mentor/Coach:	**Mentee:**
Start Date:	**End Date:**

Purpose

The purpose of this mentoring and coaching partnership is to provide a supportive, confidential environment that promotes professional and personal development, reflection, learning, confidence, and wellbeing.

The relationship may include both:

- **Mentoring** – where the Mentor/Coach shares knowledge, experience, guidance and professional insights.
- **Coaching** – where the Mentor/Coach uses questioning, active listening and reflection to help the mentee identify their own goals, solutions and actions.

The approach used will depend on the mentee's needs and the objectives of each session.

Mentoring and Coaching Process

The partnership will normally proceed as follows:

- The Mentor/Coach and Mentee will meet for up to **six sessions**, each lasting approximately **one hour**, over a **six-month period**.
- The first meeting will establish expectations, goals, boundaries, confidentiality and preferred methods of communication.
- Dates, times and the format of meetings (online or in person) will be agreed jointly.
- Both parties agree to provide at least **48 hours' notice** if a session needs to be cancelled or rescheduled, except in cases of illness or unforeseen circumstances.

No-Fault Termination

We are committed to open, honest and respectful communication throughout our partnership. If concerns arise, we agree to discuss them constructively where possible.

Either party may end the mentoring and coaching relationship at any time, without blame or obligation, if they feel it is no longer meeting their needs. This decision will be respected by both parties.

Confidentiality

This mentoring and coaching relationship is built on trust.

Information shared during sessions will remain confidential unless:

- There is a concern regarding the safety or well-being of an individual; or
- Disclosure is required by law or professional or regulatory obligations.

The limits of confidentiality will be discussed and agreed upon during the first meeting.

Roles and Responsibilities

Mentor/Coach Responsibilities

- Provide a safe, respectful and non-judgemental environment.
- Listen actively and maintain confidentiality.
- Support the mentee through both mentoring and coaching approaches as appropriate.
- Ask open, thought-provoking questions that encourage reflection and self-awareness.
- Share knowledge and experience when beneficial while avoiding directing or making decisions on behalf of the mentee.
- Encourage accountability, confidence and professional growth.
- Maintain professional boundaries and attend agreed sessions.

Mentee/coachee Responsibilities

- Take ownership of their learning, development and agreed actions.
- Attend sessions prepared and on time.
- Be open to reflection, feedback and new perspectives.
- Actively participate in coaching conversations and mentoring discussions.
- Respect confidentiality and agreed boundaries.
- Communicate openly regarding goals, challenges and expectations.

Communication

Preferred method(s):

☐ Email	☐ Telephone
☐ Video Call	☐ Face-to-Face

Other:

Agreement

We agree to work together in a professional, respectful and collaborative mentoring and coaching partnership. We acknowledge that the relationship is designed to support learning, development, reflection and professional growth, with responsibility for decisions and actions remaining with the mentee.

Mentor/Coach Signature:	**Mentee/Coachee Signature:**
Date:	**Date:**