

Business Mentoring Agreement (Sample)

This agreement outlines the terms and expectations for a professional mentoring relationship between the Mentor and the Mentee. It is designed to create a clear, respectful, and purposeful framework to support the mentee's growth and the success of their business.

1. PARTIES INVOLVED

Mentor Name:

Mentee Name:

2. PURPOSE OF THE MENTORING RELATIONSHIP

The purpose of this mentoring relationship is to support the Mentee in developing their business, making strategic decisions, and growing their confidence and capability. The relationship will focus on agreed business-related goals.

3. STRUCTURE AND FREQUENCY OF SESSIONS

- Sessions will be held:
- Duration of each session:
- Platform/location for sessions:

4. BOUNDARIES AND CONFIDENTIALITY

Both parties agree to maintain strict confidentiality regarding all discussions. Boundaries will be respected at all times, and any issues around confidentiality or ethical concerns will be addressed promptly.

The Mentee understands that the Mentor is not providing psychological or medical advice and that Mentoring techniques used should in no way replace sound treatment from a licensed health care provider. The Mentor is not a licensed medical doctor, psychologist, psychiatrist, or social worker. If the Mentor cannot help you they will tell you and, if appropriate, signpost you to other service providers.

Both parties agree that whilst the content of the Mentoring sessions is confidential, the Mentor may discuss issues related to the Mentoring with their Supervisor in order to continually improve their practice. All discussions will protect the Mentee's anonymity.

5. ROLES AND RESPONSIBILITIES

Mentor:

- To provide insight, guidance, and challenge using their business experience
- To respect the autonomy of the mentee and not direct or instruct
- To adhere to professional boundaries and abide by the ABM Code of Conduct

Mentee:

- To take responsibility for their own decisions and actions
- To come prepared and committed to the process
- To reflect on feedback and apply learning

6. OBJECTIVES OF THE MENTORING

The focus of the mentoring will include:

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(This objectives may be revisited during the mentoring journey and adapted/refreshed).

7. FEES AND PAYMENT TERMS

Where mentoring services are provided on a paid basis, the agreed fee and payment schedule will be outlined in writing prior to the commencement of the mentoring relationship. Fees are typically payable in advance of each session or in accordance with the agreed invoicing terms. Invoices must be settled within the timeframe specified, usually 14 days unless otherwise agreed. Any changes to the fee arrangement will be discussed and agreed in advance.

Where mentoring is provided on a voluntary or pro bono basis, this will be confirmed in writing and no charges will apply for the agreed duration of support.

8. DURATION AND CONCLUSION OF MENTORING RELATIONSHIP

This agreement is valid for:

Both parties agree to review progress periodically. Either party may end the mentoring relationship at any time, ideally with one session's notice, to allow for closure and reflection.

9. AGREEMENT

Mentor Signature:	Date:
Mentee Signature:	Date: