

WARWICK ENTREPRENEURS SOCIETY - MENTORING PROGRAM

PROGRAMME PROTOCOL

RECORDING THE UNDERSTANDING OF THE MENTOR OF HIS/HER RESPONSIBILITIES AND THE RECIPROCAL RESPONSIBILITIES OF THE MENTEE

MENTOR

1. Will be responsive to requests for contact from the Mentee and, if unavailable, to so advise the Mentee and where possible offer alternative help;
2. Will provide the Mentee with personal guidance for at least a minimum average of two hours a month which will be given at all times solely in the best interests of the Mentee;
3. Will ensure that the guidance given is provided in a way that ensures it is the Mentee who makes the required decisions for themselves;
4. Will always seek help in confidence and with the agreement of the Mentee, where it is needed, in order to provide the Mentee with information which may be beyond the immediate experience of the Mentor;
5. Will always keep any information provided in confidence by the Mentee to the Mentor strictly confidential;
6. Will advise the Mentee and Warwick Entrepreneurs if at any time the Mentor is unable/unwilling to continue the relationship with the Mentee;
7. Will always abide by and honour the terms of this protocol.

MENTEE

1. Agrees to initiate, within one month of the arrangement being formalised, a meeting with the Mentor (which may initially be by telephone);
2. Will contact the Mentor as and when needed in order to seek advice and/or assistance;
3. Will co-operate with any non-confidential requests for information from Warwick Entrepreneurs executive members;
4. Will keep any and all information provided in confidence by the Mentor to the Mentee strictly confidential;
5. Will advise the Mentor and Warwick Entrepreneurs if at any time the Mentee is unable/unwilling to continue the relationship with the Mentor;
6. Will always abide by and honour the terms of this protocol.

The above agreement will be in place for an initial period of one year from the date below and thereafter will continue until revoked by one party, advising such to the other and Warwick Entrepreneurs Society in writing.

Signed as agreed and understood.

NAME OF MENTOR	NAME OF MENTEE
SIGNATURE:	SIGNATURE:
DATE:	DATE:

(NOTE: If you are viewing this document online then you will be asked to sign this document at some point before you engage in the Warwick Entrepreneurs mentoring program. You can still register for the program provided you agree to the terms contained within this protocol document)