

## Mentoring agreement

Mentee I will:	Mentor I will:
<ul style="list-style-type: none"> <li>❖ work with my mentor to identify what I would like to achieve</li> <li>❖ set goals, with support from my mentor</li> <li>❖ attend arranged meetings on time</li> <li>❖ contact my mentor in advance if I have to cancel a meeting</li> </ul>	<ul style="list-style-type: none"> <li>❖ work with my mentee to identify their goals</li> <li>❖ provide advice and support to help them towards achieving their goals</li> <li>❖ arrange regular meetings with my mentee (for example; every two weeks)</li> <li>❖ provide mentorship for 3 months</li> <li>❖ be supportive of my mentee and seek additional advice where required</li> </ul>

We both understand:

- ❖ Meetings should take place at our riding centre or location of course delivery
- ❖ We will agree how often to meet
- ❖ We will agree the duration of the mentorship
- ❖ The mentor will discuss the mentorship with their coach
- ❖ The mentor should have a friendly but professional relationship with the mentee

**Mentee signature:**

**Mentor signature:**

## Mentee goals

Aim to set three goals with your mentor. Use the following tables to help you set your goals and monitor your progress.

Outline three goals you will work on during the next 3 months.				Start date:
What do you want to achieve?	What actions are you going to take towards achieving your goal?	What obstacles to achieving your goal could get in your way? What could you do to combat these?	How can your mentor help?	Timescale for achievement (date)
Goal 1:				
Goal 2:				
Goal 3:				

Aim to review your goals each month, you may have more regular meetings to check your general progress and for your mentor to provide advice.

First review – Date:				
Are there any changes to your goal?	Where are you in relation to achieving your goal? What have you achieved so far?	What further actions are you going to take towards achieving your goal?	How can your mentor help?	Timescale for achievement (date)
Goal 1:				
Goal 2:				
Goal 3:				

Second review – Date:				
Are there any changes to your goal?	Where are you in relation to achieving your goal? What have you achieved so far?	What further actions are you going to take towards achieving your goal?	How can your mentor help?	Timescale for achievement (date)
Goal 1:				
Goal 2:				
Goal 3:				

Final review – Date:				
Did you achieve your goal?	What obstacles did you overcome?	What did you learn from working towards this goal?	How did your mentor help?	Achievement date
Goal 1:				
Goal 2:				
Goal 3:				

Congratulation on completing your mentorship!