



GEOELEVATE
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MUTUAL AGREEMENT FOR MENTORS AND MENTEES

This document outlines the mutual understanding and agreement between a Mentor and Mentee participating in the GEOelevate Program. It is designed to facilitate a productive and beneficial mentoring relationship.

If you have any questions, please reach out to [the GEO team](#).

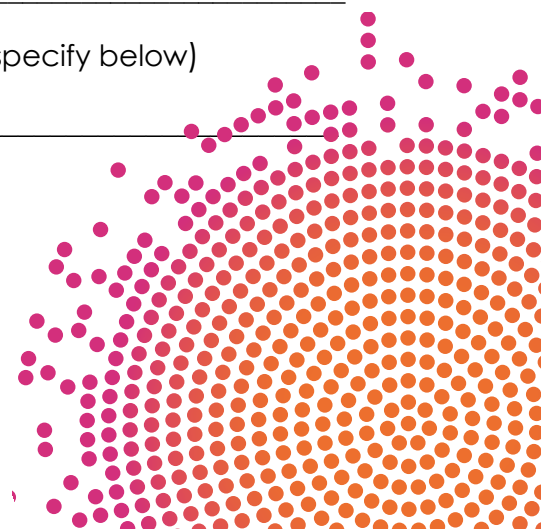
1. PARTICIPANT INFORMATION

	MENTOR	MENTEE
Name	<hr/>	<hr/>
Company	<hr/>	<hr/>
Job title	<hr/>	<hr/>
Email	<hr/>	<hr/>
Telephone*	<hr/>	<hr/>

*Optional

2. MENTORING FOCUS AREAS (Select all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Career development | <input type="checkbox"/> Work-life balance |
| <input type="checkbox"/> Skill enhancement (specify below)
<hr/> | <input type="checkbox"/> Navigating organizational change |
| <input type="checkbox"/> Networking strategies | <input type="checkbox"/> Communication skills |
| <input type="checkbox"/> Leadership development | <input type="checkbox"/> General guidance and support (specify below)
<hr/> |
| <input type="checkbox"/> Understanding global equity theory or trends | <input type="checkbox"/> Other (specify below)
<hr/> |
| <input type="checkbox"/> Specific certification/education
<hr/> | |





3. GOALS AND OBJECTIVES

- **Mentee's primary goal(s) for the mentoring relationship:** (List 2-3 specific, measurable goals)

1. _____
2. _____
3. _____

- **Mentor's role in supporting these goals:** (Briefly describe how the mentor will assist the mentee in achieving their goals)

4. MEETING SCHEDULE AND COMMUNICATION

- **Preferred meeting frequency:** _____
(e.g. Monthly, Bi-weekly, etc.)
- **Preferred meeting duration:** _____
(e.g. 30 minutes, 1 hour, etc.)
- **Preferred communication method(s):** _____
(e.g. Video call, Phone call, Email, In-person)
- **Agreement on response time for emails/messages:** _____
(e.g. Within 24 hours, Within 2 business days, etc.)

5. PROGRAM DURATION

- **Start date:** _____
- **Estimated end date:** _____
(Note: This can be adjusted as needed by mutual agreement)

6. CONFIDENTIALITY

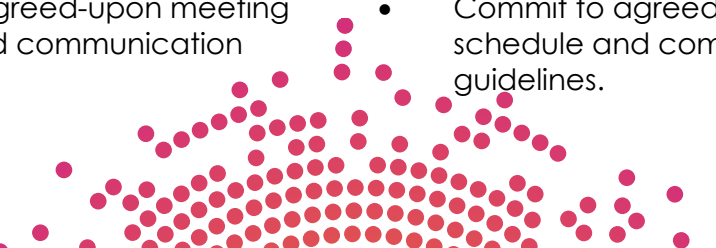
- All discussions and information shared between the Mentor and Mentee will be treated as confidential, unless otherwise agreed upon.

7. EXPECTATIONS AND RESPONSIBILITIES

Mentor responsibilities

- Provide guidance, support, and constructive feedback.
- Share relevant knowledge and experience.
- Act as a sounding board and offer different perspectives.
- Respect the mentee's goals and career aspirations.
- Commit to agreed-upon meeting schedule and communication guidelines.

Mentee responsibilities

- Take ownership of their development and career goals.
 - Actively participate in discussions and be open to feedback.
 - Come prepared for meetings with specific questions or topics.
 - Respect the mentor's time and expertise.
 - Commit to agreed-upon meeting schedule and communication guidelines.
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8. TERMINATION CLAUSE

- Either the Mentor or Mentee may terminate the mentoring relationship at any time, provided they communicate their decision respectfully and professionally.

9. SIGNATURES

_____ (Mentor Signature)

Date: _____

_____ (Mentee Signature)

Date: _____

Note: This proforma is a guideline. Mentors and Mentees are encouraged to adapt it to fit their specific needs and preferences. We wish you a successful and rewarding mentoring experience!