Defining Your Relationship Together

This worksheet is designed to help you and your Protégé define your relationship. Use this worksheet as a helpful tool during your introduction meeting with your Protégé to guide you in establishing a solid foundation for your mentoring relationship.

1. Together, discuss your reasons for becoming a part of this program.
   Protégé: ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   Mentor: ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. Together, discuss your goals and expectations for this relationship.
   Protégé: ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   Mentor: ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

3. List the contributions you each can make in order to meet your expectations and goals.
   Protégé: ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   Mentor: ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

4. Discuss and jointly agree on the “purpose” of your relationship. __________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. Discuss and determine how you and your mentor will establish and monitor tasks.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
6. Determine how you and your mentor will measure your progress (i.e.: evaluate your relationship from time to time):
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

7. Discuss and share your perceptions of the roles and responsibilities of yourself and your mentor. Define those roles:
   Protégé: ______________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   Mentor: ______________________________________________________
   __________________________________________________________
   __________________________________________________________

8. Discuss and determine how frequently you and your mentor will meet (once per month is recommended). Where and when will those meetings take place?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

9. Discuss and determine how you and your mentor will keep the lines of communication open. How do you plan to communicate between meetings?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

10. Sometimes it is difficult to receive feedback. Discuss ways in which your mentor could deliver feedback and how you plan to respond to that feedback.
    __________________________________________________________
    __________________________________________________________
    __________________________________________________________

11. How will you and your mentor determine when the mentoring relationship has come to a conclusion? How will you provide yourselves closure?
    __________________________________________________________
    __________________________________________________________
    __________________________________________________________

12. What are some items that you and your mentor would like to address for your next meeting?
    __________________________________________________________
    __________________________________________________________
    __________________________________________________________