



## Partnership Agreement and Plan

Mentee:

Mentor:

Mentoring will start on (date)

Mentoring will finish on (date)

We agree to meet .....

(insert agreed frequency, eg first Tuesday of every month at 7pm)

via .....

(insert usual communication method, eg via Skype, face to face)

The agreement should be used:

- At the beginning of the mentoring period – to discuss shared expectations of the partnership and to ensure that goals have been identified. The ALIA SMART Goals Template is part of the Partnership Agreement and Plan.
- During the middle of the mentoring period – to monitor progress, refocus or redirect goals. Revisiting goals will help measure progress.
- At the conclusion of the mentoring period – as a way to review and evaluate, reflect upon and celebrate achievements. It's also a way to connect to what's coming up next in the mentee's career pathway, and to perhaps discuss any goals that were not achieved and how these might be taken forward into the future.



## Code of Conduct

In applying for and entering into the ALIA Mentoring Scheme it is understood that the code of conduct is to be adhered to at all times:

- It is expected that confidentiality and privacy of the mentor/mentee relationship will be strictly adhered to.
- The ALIA Mentoring Scheme requires dedication from both parties to make it work. The applicant should understand that the mentoring scheme will require time commitments and be happy to give up some of their time to participate in the scheme and communicate with their mentee/mentor.
- It is expected that mentors/mentees will complete the application form honestly, in order for the matching of mentors/mentees to be as successful as possible.
- It is expected that all mentors and mentees will enter into the mentoring relationship with a commitment to assist each other to develop and learn in an environment that will support honesty, fairness and respect.
- It is expected that if the mentoring relationship is not working for any reason, that ALIA will be notified immediately to ensure that the matter is addressed and if necessary a new mentor/mentee allocated.
- The applicant should understand that once they have made the commitment to participate in the ALIA Mentoring Scheme that if for any reason they cannot see the scheme through to its conclusion, they need to notify ALIA and their mentee/mentor as soon as possible. Participants wishing to withdraw from the scheme are required to complete a formal withdrawal process.
- It is expected that within the mentoring relationship there will be no bullying, abuse or misconduct on the part of the mentor or mentee and that failure to abide by this may result in termination from the scheme.
- It is expected that the mentor/mentee, in becoming a part of the ALIA Mentoring Scheme, will provide time to share ideas, knowledge and experiences with their partner in the mentoring relationship.
- The ALIA Mentoring Scheme is for 12 months duration. There is no expectation that the mentoring relationship or support will continue beyond 12 months. Any continued contact beyond 12 months is the responsibility of the mentee and mentor only. ALIA's direct involvement will conclude at the end of 12 months.

We agree to the Code of Conduct

Signature of mentee

Signature of mentor



## WHAT ARE SMART GOALS?

<b>S</b>	<b>SPECIFIC</b>	Goal to be achieved, stated simply
<b>M</b>	<b>MEASURABLE</b>	How will you show/evidence progression and goal attainment?
<b>A</b>	<b>ACHIEVABLE</b>	Realistic and within your scope. What action needs to be taken?
<b>R</b>	<b>RELEVANT</b>	Connected to your personal ambitions and professional priorities
<b>T</b>	<b>TIME-BOUND</b>	Timeframe for the goal to be achieved within

## HOW TO SET SMART GOALS

### 1. DESCRIBE YOUR LONG-TERM GOALS

First consider your long-term goals (> 5 years) which may relate to your career or personal life.

### 2. DESCRIBE YOUR SHORT-TERM GOALS

Then shift to a shorter timeframe while keeping your long-term goals in mind. Choose up to three goals which you can achieve during your time as a mentee (12 months).

The following may help you come up with goals:

- Am I currently facing any issues which are hindering my career development?
- What strengths do I have which I can better utilise? (e.g. writing, working in teams, leadership, teaching)
- What do I find challenging, make me feel drained or stressed? (e.g. time management, working in teams, resolving conflicts, pressures at home)
- What helps me work more efficiently? (e.g. deadlines, using my preferred learning styles, working in teams)

Each goal should satisfy the SMART criteria and preferably be expressed in one sentence.

### 3. DECIDE ON A TIMEFRAME

Estimate a timeframe for achieving each goal.

### 4. OUTLINE HOW YOU PLAN TO ACHIEVE THEM

Write down some initial ideas. Consider possible barriers you may face, any resource needs and how your mentor can help you. More complex goals can be broken down into steps. Focus on one step at a time.

### 5. REVIEW YOUR GOALS

Your goals and progress should be reviewed at each meeting and can be updated regularly. Remember to celebrate achieving each goal before setting new ones.

### 6. USE THE FOLLOWING GOAL TEMPLATE TO RECORD YOUR SMART GOALS



## GOAL TEMPLATE

### GOAL 1

Goal (remember SMART):

How do you plan to achieve this goal?

How will you know when this goal has been achieved?

### TO CONSIDER

- Benefits to you
- Potential barriers to success
- Resources/support needed to achieve goal



## GOAL TEMPLATE

### GOAL 2

Goal (remember SMART):

How do you plan to achieve this goal?

How will you know when this goal has been achieved?

### TO CONSIDER

- Benefits to you
- Potential barriers to success
- Resources/support needed to achieve goal



## GOAL TEMPLATE

### GOAL 3

Goal (remember SMART):

How do you plan to achieve this goal?

How will you know when this goal has been achieved?

### TO CONSIDER

- Benefits to you
- Potential barriers to success
- Resources/support needed to achieve goal