**Appendix 1**

**MENTORING AGREEMENT**

The following is intended as guidance to help you develop shared expectations for the work you will be undertaking together through a mentoring relationship. This is a critical part of your first discussion. The process of reaching agreement on expectation has proved to be one of the most valuable and powerful tools for helping a mentoring relationship to be mutually satisfying. Use the form at your first meeting to agree how you will take your mentoring relationship forward. Once your mentoring relationship is underway it may be helpful to revisit your initial agreement and to check that the approach is working for you.

|  |  |
| --- | --- |
| What do you think you would like to work on over the coming months? |  |
| How often will you like to meet? |  |
| When and where can you meet? For how long? |  |
| Who will be responsible for scheduling our meetings? |  |
| What will be the ground rules for your discussions? E.g., confidentiality, openness, truthfulness etc. |  |
| Our discussions will stay between the two of us, unless we give each other permission or ask that the information be shared with others. Please use the space to add to additional conditions. |  |
| If unforeseen events arise and meeting time/day must be changed we will give our mentoring partner at least how many hours/days’ notice if possible? |  |
| Mentor signature | **Date** |
| Mentee signature | **Date** |

**INDIVIDUAL DEVELOPMENT PLAN**

**Appendix 2**

|  |  |  |
| --- | --- | --- |
| The Individual Development Plan (IDP) serves as the “road map” for all short-term and long-term training and development activities which are intended to enhance an individual or executive’s leadership skills, attributes, and performance. Plans should be reviewed and updated on a quarterly basis between an individual or executive and his/her supervisor, with input from his/her mentor. | | |
| **NAME** | POSITION | |
| **MINISTRY / DEPARTMENT** | | |
| **Key Experiences (Summary of key areas where individual has experience)** | | |
|  | | |
| **Achievements (KPI achievements, projects undertaken, taskforce)** | | |
|  | | |
| **Areas of Development** | | |
|  | | |
| **Actions to Address Development Needs (SMART Goals)** | | |
|  | | |
| **LEADERSHIP ATTRIBUTES** | | |
| Strengths | | |
| Areas for Development | | |
| MENTEE – Signature | | DATE |
| MENTOR– Signature | | DATE |

**Appendix 3**

**MENTORING LOGS / MENTORING ACTION PLAN**

With your Mentor, set goals that are focused, realistic and tied to your competency goals. Effective goals should be **SMART**: **S**pecific, **M**easurable, **A**chievable, **R**esults-oriented and **T**ime-based. Focus on competencies important to you and your current organisation. Build on your strengths as well as your weaknesses. Look for opportunities to learn by doing as well as observing and listening.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Duration** | **Areas of Development (Goals, targets, competencies: what specific skill do I want to develop.)** | **Actions taken to Address Development Needs (Actions required to achieve goals / targets / competencies)** |
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