

Mentor - Mentee Agreement

Please submit to mentoringcoordinator.ypardph@gmail.com by 12 February 2017

1. The program principle that guides us is...

Choose/identify a principle and write how you see it being relevant to your mentoring relationship.

We value the mindset of thinking outside the box in challenging status quo and do things with creativity.

As mentor-mentee relationship, important thing is the good connection between the two of us to ease the transfer of knowledge.

2. Our SMART goals (what we want to achieve): By end of 12 months, we have

1. Build the confidence of mentee in public speaking by pitching ideas/invention in a reputable program and get support.

2. Improve mentee's technical writing skill and publish a paper in a credible academic journal

3. Enhance the mentees professional linkages and network.

3. How do we know that we have achieved these goals? (Our indicators)

These may change throughout the course of the year so we encourage you to keep revising and refining this document.

1. Accepted in funding program
2. Did a draft proposal of a business idea.
3. Pitch ideas confidently even in high calibre persons.

1. Draft is reviewed already and edited by editor
2. Identified a good journal

1. Networking meeting/ Seminar and conference attended.

4. How do we plan to communicate our achievements and learning to the YPARD community over the 12 months?

Please indicate whether you plan to write blogs, or take videos, or something else and what months you plan to submit them.

We plan to create a blog and video as we go through this process of mentoring.

5. How will we communicate with each other?

If you plan to use different communication tools for different purposes (e.g. Skype for monthly meetings versus instant messaging/Whatsapp for regular updates etc), please describe these.

We believe that personal meet up is still important.
We will also maximize the use of cellular phone, FB and emails.

6. How often will we communicate/meet?

Once a month personal meeting. Then with the use of other devices (e.g cp, FB, emails) , as often as possible or if needed.

7. How will we motivate each other?

We motivate each other by going back to the goal/purpose of the mentee.

8. Agreement on providing and dealing with feedback:

A brief statement outlining how you will provide positive and constructive feedback to each other and incorporate this into your work/relationship

We believe that positive and constructive feed are important for the growth of each one, so personal meeting is necessary.
We can also make Excel Sheet to evaluate how are we progressing in this program

9. How will we address any problems or conflict that arises?

If conflicts/ problems arise, we can be frank and assertive on what we feel since the fact that we are almost the same age range.

10. Other things we want to agree on

We value the consistency in time and in every meeting.
Scheduling of the meetings is also important. For example, one of us have the emergency meeting, therefore informing the other party beforehand must take place.

11. YPARD Philippines has allotted a small bursary to support communications and travel of your mentoring pair. Please discuss how you wish to use it. (see it as a pitch!) We require you to submit one story before the disbursement of funds and another story about the funded activity within 2 weeks after it is completed.

- Communication allowance for each one of us
- Trainings where we can attend (e.g Kapatid Mentor Me by Agrinegosyo)

- Formal training in ENTOM (e.g FPA trainings)
- Training in technical writing.

As a mentor, I agree to:

- Encourage growth in the mentee's strengths and abilities
- Be a trustworthy listener and goal setter
- Provide constructive criticism and guidance
- Respect the mentee's decision making process
- Motivate and advise based on my experience
- Lead by example
- Be reliable, empathetic, introspective, receptive
- create opportunities, open doors, share contacts, encourage independence
- Provide supportive sources of encouragement
- Be motivated and committed
- Be respectful of confidentiality
- Be flexible and adaptable
- Be able to receive constructive feedback

As a mentee I agree to:

- take initiative and explore ideas
- Be reliable and persistent
- handle resentment effectively
- respect planned events
- turn feedback into positive outputs
- Encourage my mentor to give me feedback
- Manage conflicts constructively
- Show openness to the wisdom of the mentor
- Be willing to learn and develop
- Be communicative
- Be flexible and adaptable
- Be respectful of confidentiality

Mentor signature:



Mentee signature:

