Learning Agreement

Mentor:

Mentee:

**1. Goals of mentoring**

Mentor:

* To enable a platform where the mentor is able to talk about their experiences openly.
* Develop strategies to improve the work environment within our organisation.
* Enhance leadership, conflict management and coaching skills.
* Greater understanding of the organisation and skills required for senior positions
* Access to professional networks.

Mentee:

* To enable a platform where the mentor is able to talk about their experiences openly.
* Insight into the challenges ethnic minority colleagues face within and outside the workplace.
* Develop strategies to improve the work environment within our organisation
* Increase confidence in identifying and challenging discriminatory beliefs, behaviours and policies
* Increase commitment to recruit, train and promote talented people from underrepresented groups.
* Enhance leadership, conflict management and coaching skills

**2. Responsibilities**

Mentor:

Provides a safe environment where discussions and feedback can take place without harm.

Provide their wisdom and past experiences and clearly explain and set out how the session will be recorded and evaluated.

Mentee:

Provides a safe environment where discussions and feedback can take place without harm.

Come prepared with clearly identified goals, expectations, challenges and concerns to explore at each session.

Carry out actions within the workplace- to test out new ideas and approaches and the mentee will be expected to keep their mentor informed of their progress.

Mentor and Mentee:

To agree the dates of meetings in advance

Amendment or cancellation to the date or time requires a minimum of ….. days’ notice with proposed alternative date/time required.

**3. Structure of mentoring session**

Frequency of meetings:

*A review of the mentoring arrangement will be held at six months and if a continuation is desired this can be mutually agreed by both parties.*

Duration of meetings:

Location: The mentoring session will take place in a mutually agreed place. (Either face to face, via Skype or by telephone)

Resources required: To be agreed and determined before each session, via email correspondence.

Early termination: (After a minimum of three sessions), either the mentor or the mentee through mutual agreement, can terminate the learning agreement if they do not feel it is contributing effectively to the achievement of the agreed outcomes and goals.

**4. Evaluating mentoring**

It is important to the participants own continued professional development that the mentoring is evaluated, but also important to the continuing development of mentoring within NHS England that the effectiveness of the programme is also evaluated.

At each review stage, or earlier if required verbal feedback may be sought to provide reflection on progress and then occasionally followed up with the mentee completing a feedback evaluation form commenting on three key areas:

* what is going particularly well
* what, if anything, could be done differently/better
* was there one major learning point, and what triggered it

As part of this reverse and reciprocal mentoring programme there will be an Evaluation of the programme, its overall effectiveness at different stages and free text to provide qualitative as well as quantitative feedback. These stages of evaluation will be at enrolment, induction and training, mid-point and end of programme evaluation

**5. Limits to confidentiality**

Mentors and mentees are bound by a duty of confidentiality and have a duty to not disclose any information to a third-party. This is irrespective of the organisational position of either the mentor or the mentee.

There are exemptions.  All matters discussed are confidential except if information is disclosed,

* which is illegal
* which raises concerns that are related to fitness to practice and the mentor/mentee refuses to seek help
* which raises concerns regarding the health and well-being of others.

If there is a need to breach confidentiality, the mentee or mentor will always be informed prior to doing so.

This commitment to confidentiality endures after the mentoring relationship has ended.

**6. Mentoring records**

The mentoring records that will be recorded will be in the form of action logs and or reflective logs and feedback evaluation sheets. These may be used to either aid the participants continued professional development and or support the mentoring session. Such records will be kept in a confidential secure area, both electronically and paper based and is subject to NHS England and Improvement internal recording keeping policies and data protection guidance.

Paper records of action and reflection logs and feedback evaluation will be destroyed one year following the completion of the contract/learning agreement.

**7. Ethical issues**

The mentoring relationship is based on mutual trust and provides a safe place to review and uncover potential ethical issues.

At the first meeting please review and discuss the following agreement prior to signing. Each party should sign 2 copies. One stays with the mentee, one with the mentor. The mentor should email their copy to the Programme Lead**: angela.cain@hee.nhs.uk**

**Mentee’s name: Mentor’s name:**

**Signature: Signature:**

**Date: Date:**