

# DDCA MENTORSHIP PROGRAM AGREEMENT

## SOME GUIDELINES

The DDCA encourages the mentor and mentee to design a structure that suits the aims and capacities of both parties. The most important thing is that there is clear communication and setting of goals and expectations at the first mentoring session so that both the mentor and mentee feel supported and respected during the process. Continued communication throughout the experience is also important as expectations and goals change over time.

### Duration and commitment

We recommend that the mentor and mentee set a 6 month or 12 month timeframe for their engagement, depending on the aims of the mentee and the capacity of the mentor.

Within either of these timeframes we recommend that the mentorship team meet for approximately **four formal 60 minute sessions** over that period.

For this reason, we recommend that the first session allocates some time to determining the topics of discussion for the remaining three sessions.

### Boundaries

The mentors have kindly committed to four, one hour sessions, with their mentee.

The mentor is not committing to reading material outside of these sessions.

The mentee is not obliged to perform any tasks as directed by the mentor.

The communication between the mentor and the mentee is recommended to remain at a minimum in between sessions, with clear goals set for periods between sessions during the formal meeting times.

Staying on track within the professional and agreed-upon discussion points that are set out in the first session is recommended. If topics and issues outside of this set of parameters arise and are outside of the experiences of the Mentor, referral to appropriate parties is recommended (which includes referral to the DDCA Mentorship Program Team).

## Privacy and confidentiality

All matters shared in the context of the Mentorship Program remain private and confidential between the mentor and mentee. If any part of the discussion or sharing is to be shared with others outside of the mentorship team, this is to be approved by all parties in advance.

During any informal or formal discussions about the Mentorship Program outside of the four allocated sessions (for example DDCA-facilitated feedback or debrief sessions), any information shared needs to be communicated in an anonymous manner, or needs to have approval from all parties in advance.

Any information shared during the program needs to remain confidential and private, and not be shared outside of the individuals participating in the program.

The DDCA Mentoring Program Team commits to being available for any guidance needed by the Mentor or Mentee during their experience.