

Starting a mentoring/coaching relationship: the agreement (contract)

To consider:	What you might agree
Number of meetings	3 meetings: review at the end of the second meeting if the 3 rd will be the last. If so, use this for summarising and concluding. If not, agree an extension period (and again review on or before the penultimate session).
Frequency	Many find that one meeting every 4-8 weeks is best. These should be at regular intervals, and the date and time of the next meeting confirmed at the end of the previous one.
Location	
Duration of meetings	
Format of meetings	
Record of meetings	
Confidentiality	
Boundaries	
Contact outside meetings	
Supervision	