

<b>SAIOH - Mentorship Registration &amp; Termination Agreement</b>	
<b>Purpose of this mentorship registration agreement</b>	

In order to register a mentorship, it is necessary to formalise the partnership between a mentor and mentee. The form that this takes is an agreement between the two parties.

This agreement serves to ensure that both parties have a clear and concise understanding of how the Mentoring Partnership will progress and support development.

**The Mentor agrees to support the Mentee by:**

- Maintaining a professional and ethical working relationship, in keeping with this Agreement.
- Ensuring a safe and supportive environment for each meeting.
- Challenging the Mentee appropriately in respect to the attainment of nominated goals.
- Asking questions to encourage clarity and empower the Mentee towards a self-directed approach in their growth and development.
- Keep all commitments regarding the scheduling of mentoring contact and meetings.
- Being open, honest and respectful in all communications with the Mentee.

**The Mentee agrees to:**

- Participate in honest, respectful and relevant conversations.
- Act with integrity and commitment, taking action to achieve their nominated goals.
- Keep all commitments regarding the scheduling of mentoring contact and meetings.
- Be willing to consider and experiment with new concepts and/or different behaviours that are discussed during mentoring meetings.
- Maintain a sense of open-mindedness and possibility in respect to the value of advice, suggestions and ideas proposed by the Mentor.

**COMMUNICATION**

Both the Mentor and Mentee agree to respond to phone calls and emails from the other party as soon as practical.

**Our Standard is:**

To meet on the agreed dates/times, communicate openly, disclose any concerns/issues as they arise, prioritise participating in the program.

If we agree to complete a task- to ensure it is completed during the agreed time frames, and if this is not possible to advise the other party as soon as practicable. We will also ensure that we regularly refer back to this agreement to ensure we are on track with achieving the mentees goals.

**CONFIDENTIALITY**

Trust in the mentoring relationship is paramount. Both the Mentor and Mentee agree to keep all conversations and session content confidential between themselves. The Mentor will not 'report' or relate any of their conversations with their Mentee to the Mentee's immediate Manager, Supervisor or any other person.

**Our Standard is:**

To maintain trust, respect and ensure confidentiality. If something arises that is of concern (from either party), to talk about it between ourselves. To ensure that any emails are not forwarded and to meet in places which are private and allow for open conversation.

**Termination of this Agreement**

The following triggers will initiate the termination of the Mentoring Partnership:

- I. The mentorship relationship has reached a natural termination due to the goals of the relationship having been achieved. E.g. mentee obtained SAIOH registration as an Occupational Technologist / Hygienist.
- J. Where either the Mentor or Mentee decide it is necessary to terminate the Mentoring Partnership prior to the agreed conclusion date.

When terminating the mentorship partnership, the mentor must complete Annexure 1 "*Mentor's Form for Mentorship Termination*", similarly the mentee must complete Annexure 2 "*Mentee's Form for Mentorship Termination*". Both the mentor and mentee must independently submit these termination forms to the secretariat of the SAIOH Professional Certification Board (PCC).

**Mentorship Agreement (See the example agreement in Annexure 3)**

Having read and understood the terms of reference and contents contained in the **SAIOH Mentorship Guidance and Procedure**. The Mentor and Mentee hereby agree to uphold the spirit and conditions contained therein.

This constitutes an agreement between \_\_\_\_\_ (Mentor) and \_\_\_\_\_  
(Mentee)

The term of this Mentoring Agreement will be from: \_\_\_\_\_ [Start Date] \_\_\_\_\_ [End Date]

**Contact Frequency:** \_\_\_\_\_

**Expected Session Duration:** \_\_\_\_\_

*Mentorship registration and Termination Form*

**Format (face to face, skype, etc):** \_\_\_\_\_

**Location (if / when face to face):** \_\_\_\_\_

**Initial meeting will be held on** \_\_\_\_\_

*At the end of each contact, arrangements for the date, time and location of the next contact will be mutually agreed.*

**Signed by:**

\_\_\_\_\_  
Mentee

\_\_\_\_\_  
Mentor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE:**

Once completed, these forms must be submitted to the SAIOH Secretariat for registration of the mentorship.

## Annexure 1: Mentor's Form for Mentorship Termination

### Introduction

It is natural for mentoring relationships to end. Some relationships may end sooner than others and there is any number of different reasons for terminating a mentoring relationship. When the time comes to end your mentoring relationship, it is important to do so in a professional manner to achieve appropriate closure.

Closure can be difficult but it is an essential component of the mentoring relationship cycle. Closure can be a meaningful and mutually satisfying exercise if both mentoring partners enter the discussion with a positive intent. It is often overlooked due to the fact that the mentoring pair may be meeting infrequently and it's a natural inclination to let the relationship fade away, rather than having a formal discussion about ending the relationship. Also, if the relationship has been difficult, one or both participants may wish to avoid what they feel could be an uncomfortable discussion.

Here are some of the downsides of this avoidance - you miss:

- the affirmation of the growth that occurred during the relationship
- the opportunity to discuss and plan direction for future growth
- celebration of successes
- reflection that leads to deeper learning
- redefining the relationship for the future

It is important that the mentoring partners discuss the end of the relationship at the beginning of it. This discussion should have included:

- What does closure look like? Is it the end of a specific time frame or a list of goals achieved?
- Agreement of a "no-fault" conclusion to the relationship - either partner may end the relationship without fear of reprisals or hard feelings.

Now that termination of your mentoring relationship is desired, some reflection and discussion by both participating individuals may be helpful for future mentoring relationships of either individual. These reflections may include a discussion about the learning that has occurred - discuss what each partner has taken away from the relationship and how they plan to use this information. Some pointers include:

1. Were the planned goals achieved?
2. What did the partners learn outside of the objectives?
3. What did the mentor/mentee learn about being a mentor/mentee?
4. What will the mentor/mentee do differently in the next relationship?
5. What are the next steps?

**ACTION:** When it is time to end the relationship, please complete this form which is "*Mentor's Form for Mentorship Termination*". This form can be used to guide your closure discussion. When the form is completed, please send a copy to the SAIOH PCC Secretariat.

**DIRECTIONS:** Before the end of your mentoring relationship, please take time to reflect on what you have learned and gained from this mentoring experience and what you may do differently in future mentoring relationships.

**Name:**

**Date:**

**Please list the reason(s) for terminating the mentoring relationship**

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**Please list specific professional or personal changes and/or growth attributed to this mentoring relationship**

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**Which of the stated goals were achieved?**

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**If mentorship goals were not achieved , please explain why**

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**Advice/observations to share with other mentoring relationships**

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**Recommendations to the PCC**

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*Mentorship registration and Termination Form*

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**Recommendations to Mentee, for future mentorship relationships**

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**When the form is completed, please send a copy to the SAIOH Secretariat: [info@saioh.co.za](mailto:info@saioh.co.za)**

Reference: Some wording used in this form was obtained from: Wakeforest School of Medicine [www.wakehealth.edu/jump/](http://www.wakehealth.edu/jump/)

## Annexure 2: Mentee's Form for Mentorship Termination

### Introduction

It is natural for mentoring relationships to end. Some relationships may end sooner than others and there is any number of different reasons for terminating a mentoring relationship. When the time comes to end your mentoring relationship, it is important to do so in a professional manner to achieve appropriate closure.

Closure can be difficult but it is an essential component of the mentoring relationship cycle. Closure can be a meaningful and mutually satisfying exercise if both mentoring partners enter the discussion with a positive intent. It is often overlooked due to the fact that the mentoring pair may be meeting infrequently and it's a natural inclination to let the relationship fade away, rather than having a formal discussion about ending the relationship. Also, if the relationship has been difficult, one or both participants may wish to avoid what they feel could be an uncomfortable discussion.

Here are some of the downsides of this avoidance - you miss:

- the affirmation of the growth that occurred during the relationship
- the opportunity to discuss and plan direction for future growth
- celebration of successes
- reflection that leads to deeper learning
- redefining the relationship for the future

It is important that the mentoring partners discuss the end of the relationship at the beginning of it. This discussion should have included:

- What does closure look like? Is it the end of a specific time frame or a list of goals achieved?
- Agreement of a "no-fault" conclusion to the relationship - either partner may end the relationship without fear of reprisals or hard feelings.

Now that termination of your mentoring relationship is desired, some reflection and discussion by both participating individuals may be helpful for future mentoring relationships of either individual. These reflections may include a discussion about the learning that has occurred - discuss what each partner has taken away from the relationship and how they plan to use this information. Some pointers include:

6. Were the planned goals achieved?
7. What did the partners learn outside of the objectives?
8. What did the mentor/mentee learn about being a mentor/mentee?
9. What will the mentor/mentee do differently in the next relationship?
10. What are the next steps?

**ACTION:** When it is time to end the relationship, please complete the "*Mentee's Form for Mentorship Termination*". This form can be used to guide your closure discussion. When the form is completed, please send a copy to the SAIOH PCC Secretariat.

**DIRECTIONS:** Before the end of your mentoring relationship, please take time to reflect on what you have learned and gained from this mentoring experience and what you may do differently in future mentoring relationships.

**Name:**

**Date:**

**Please list the reason(s) for terminating the mentoring relationship**

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**Please list specific positive professional or personal changes and/or growth attributed to this mentoring relationship**

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**The following goals were achieved**

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**The following goals were not achieved, including reasons:**

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**I will stop doing, or do less of, the following behaviours**

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**I plan to do/do more of the following behaviours in the future**

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**I will do these things differently in my next mentoring relationship**

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**Lessons I have learnt, which I can share with others entering into a mentoring relationship**

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**Recommendations to the PCC**

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**Recommendations to my Mentor**

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**When the form is completed, please send a copy to the SAIOH Secretariat: [info@saioh.co.za](mailto:info@saioh.co.za)**

Reference: Some wording used in this form was obtained from: Wakeforest School of Medicine [www.wakehealth.edu/jump/](http://www.wakehealth.edu/jump/)

**Annexure 3 – Example of a Mentorship Registration Agreement**

**Note:** Mentorship registration only applies to Technologist and Hygienist grade applications. Assistant level applications do not need to register a mentorship.

In order to register a mentorship it is necessary to formalise the partnership between a mentor and mentee. The form that this takes is an agreement between the two parties. What follows is the details of this agreement.

**Purpose of this Agreement**

This agreement between \_\_\_\_\_ (Mentor) and \_\_\_\_\_ (Mentee) is to ensure both parties have a clear and concise understanding of how the Mentoring Partnership will progress and produce successful results.

The clearer our relationship, the more we can ensure the desired results.

## **Period of Mentoring Partnership**

The term of this Mentoring Agreement will be from: **7 May 2012 until 8 November 2012**

## **Contact Frequency, Duration and Location**

Face-to-face contact [insert desired and agreed frequency]

- **Meet once a month face to face**
- **If unable to meet face to face via videoconference**
- **At meetings/events (where appropriate)**

Telephone/Email/Videoconference contact

- **Other contact ad hoc and as needed and email/call at least every two weeks to touch base**

The initial meeting will be on **Monday 26 May 2012 @ 12pm at Sage**

*At the end of each contact, arrangements for the date, time and location of the next contact will be mutually agreed.*

## **MENTOR AND MENTEE COMMITMENTS**

### **The Mentor agrees to support the Mentee by:**

- Maintaining a professional and ethical working relationship, in keeping with this Agreement.
- Ensuring a safe and supportive environment for each meeting.
- Challenging the Mentee appropriately in respect to the attainment of nominated goals.
- Asking questions to encourage clarity and empower the Mentee towards a self-directed approach in their growth and development.
- Keep all commitments regarding the scheduling of mentoring contact and meetings.
- Being open, honest and respectful in all communications with the Mentee.

### **The Mentee agrees to:**

- Participate in honest, respectful and relevant conversations.
- Act with integrity and commitment, taking action to achieve their nominated goals.
- Keep all commitments regarding the scheduling of mentoring contact and meetings.
- Be willing to consider and experiment with new concepts and/or different behaviours that are discussed during mentoring meetings.
- Maintain a sense of open-mindedness and possibility in respect to the value of advice, suggestions and ideas proposed by the Mentor.

## **COMMUNICATION**

Both the Mentor and Mentee agree to respond to phone calls and emails from the other party as soon as practical.

### **Our Standard is:**

To meet on the agreed dates/times, communicate openly, disclose any concerns/issues as they arise, prioritise participating in the program.

If we agree to complete a task- to ensure it is completed during the agreed timeframes, and if this is not possible to advise the other party as soon as practicable. We will also ensure that we regularly refer back to this agreement to ensure we are on track with achieving the mentees goals.

## **CONFIDENTIALITY**

Trust in the mentoring relationship is paramount. Both the Mentor and Mentee agree to keep all conversations and session content confidential between themselves. The Mentor will not 'report' or relate any of their conversations with their Mentee to the Mentee's immediate Manager, Supervisor or any other person.

### **Our Standard is:**

To maintain trust, respect and ensure confidentiality. If something arises that is of concern (from either party), to talk about it between ourselves. To ensure that any emails are not forwarded and to meet in places which are private and allow for open conversation.

### Termination of this Agreement

The following triggers will initiate the termination of the Mentoring Partnership:

- K. The mentorship relationship has reached a natural termination due to the goals of the relationship having been achieved. E.g. mentee obtained SAIOH registration as an Occupational Hygienist.
- L. Where either the Mentor or Mentee decide it is necessary to terminate the Mentoring Partnership prior to the agreed conclusion date.

When terminating the mentorship partnership the mentor must complete the “Mentor’s Form for Mentorship Termination”, similarly the mentee must complete the “Mentee’s Form for Mentorship Termination”. Both the mentor and mentee must independently submit these to the SAIOH Professional Certification Board (PCC).

### Mentee’s Goals during the period of the Mentoring Partnership (Specific, Measurable, Achievable, Relevant and Timely - SMART)

Mentees are encouraged to identify three Key Areas of Opportunity to focus on during the Mentoring Program.

#### KEY AREA ONE: IMPROVE MY PUBLIC SPEAKING SKILLS

What three actions will I take to address the first area?

1. Expose myself to more public speaking- as an audience member. Go and watch my mentor speak and other people who I think do it well.

How will I, my mentor, my supervisor and others know when I am successful?

When I get up to speak I will feel less stressed, better prepared and know what I need to do. I will have an increased level of confidence and feel okay about presenting/public speaking.

My mentor will know I have improved as I won’t be so visibly shaken or nervous.

2. Do a ‘dummy’ public speaking session with my Mentor- at least 4 times during the program

As above

3. Practise projecting my voice, controlling my nerves and fidgeting. I will also seek feedback from my colleagues on progress.

My mentor/supervisor will be able to provide me feedback regarding how I have gone during practise sessions and meetings etc.

**KEY AREA TWO: CAREER  
ADVANCEMENT**

What three actions will I take to address the second area?	How will I, my mentor, my supervisor and others know when I am successful?
1. Work with my mentor on my resume- make it clearer, concise and relevant	New resume developed and created a LinkedIn profile
2. Establish a path to help me to get the promotions- work out the steps to take and commence the journey	I will have developed a career plan (with my mentor) which clearly outlines how I will achieve a promotion or gain a secondment.
3. Look at what skills I need to have for the promotion I seek (linked to point 2.) and establish any training/up skilling I need to undertake to help me.	I will know what skill gaps I have and be able to address them- either through formal education or practical experience. I will also explore training opportunities provided by HR.

**KEY AREA THREE: ONBOARDING**

What three actions will I take to address the third area?	How will I, my mentor, my supervisor and others know when I am successful?
1. Attend networking opportunities to meet more people	Larger professional network, increased participation-feel a part of the University  I will have attended several events/meetings/information sessions etc.
2. Mentor to help provide overview of the university structure, history and general information	Increased understanding of the University and how it operates- e.g. Who's who. More efficient at completing tasks.  Increased confidence, greater understanding about where to locate information and advice. Increased efficiency.
3. Visit the Burwood Campus and explore the Waurn Ponds campus more	I will have a better understanding as to where the Faculties are located, key contacts and other buildings at the two main campuses.

*Mentorship registration and Termination Form*

With the intention of having a satisfying and successful Mentoring Partnership,

**Signed by:**

J Smith

S Crinker

Mentor: Joseph Smith

Mentee: Sarah Crinker

Date: 20/5/2012

Date: 20/5/2012

**PLEASE NOTE:**

Mentees are requested to ensure a signed copy of this Agreement is lodged with Human Resources. Please email a signed copy to [Miranda Green](#), Human Resources Division.