

MENTORS AND MENTEES AGREE TO THE FOLLOWING:

1. On average, meet virtually or in person **WEEKLY** for the duration of the assigned Cohort.
2. Maintain a formal mentoring relationship for the duration of the assigned cohort.
3. Respect each other's time and keep all scheduled meeting times.
 - a. If I cannot make an agreed-upon meeting time, I will give my Mentor/Mentee at least 24 hours' notice.
 - b. If I cannot contact my Mentor/Mentee at least 24 hours in advance, I will notify my Mentor/Mentee as soon as possible and explain the situation.
4. **Maintain confidentiality of all conversations unless mutually approved for release by Mentee and Mentor.**
5. Respect each other's privacy and maintain a **Professional Relationship** at all times.
6. **SMART GOALS** - Set, update, and make progress toward achieving goals throughout the Mentor/Mentee relationship.
7. Discuss completion of mentoring relationship at the conclusion of the program. Exceptions can be discussed and agreed to by both Mentor and Mentee in cases of continued benefits to the Mentee. *(Examples: Continued job search, networking, and career advancement opportunities)*
8. Meet in a public place, such as coffee shops, libraries, or restaurants, or via video call (Zoom, WebEx, Microsoft Teams, etc.)
9. Respond to each other via phone, text, chat, or email within 48 hours of being contacted by your Mentor/Mentee.
10. Maintain communication with the PMI Phoenix Mentoring Director or Manager every month via email or at Monthly Mentorship Program meetings. We are available on-demand, as needed. *See below for contact information.*
11. Agree to share public information, such as Linked In professional profiles, and your goal achievement progress with Mentors, Mentees, and the larger Mentorship Program Community. (We strongly encourage networking as one of the benefits of our Program)
12. The Mentorship Program is participatory for completion of the program. It is mandatory to meet with your Mentor / Mentee on a weekly basis and join the Monthly meetings. If you can't participate, contact the Program Director and Manager. *See below for contact information.*

REQUIREMENTS	
Mentor	Mentee
<ul style="list-style-type: none"> • Available at least weekly to provide advice and counsel. • Helps set and achieve concrete, realistic (SMART) goals. • Creates an open environment for working together. • Communicates effectively while being empathic to how others are engaging. • Provides encouragement. • Facilitates learning and development. • Gives thoughtful, constructive, kind feedback and offers suggestions • Recommends resources and professional development opportunities. 	<ul style="list-style-type: none"> • Available at least weekly to learn and grow in project management skills and abilities. • Develops and achieves concrete, realistic (SMART) goals. • Creates an open environment for working together. • Thoughtfully considers mentor’s advice and guidance. • Open about what barriers may be getting in the way of progress towards goals and enlisting help, when needed, to get back on track. • Willing to try new things (webinars, classes, workshops, strategies). • Acquires the skills needed to be successful in my professional development

MENTORS AND MENTEES AGREE NOT TO:

1. Exchange money, co-sign loans, or accept any financial responsibility for my Mentor/Mentee
2. Use illegal drugs prior to or when meeting with my Mentor/Mentee
3. Borrow or loan cars or other personal items or property
4. Have weapons on my person or in the presence of my Mentor/Mentee
5. Do anything with or for my Mentor/Mentee that makes them feel uncomfortable

By checking Agree in the Mentorship Application regarding this agreement, I agree to fulfill these obligations to the best of my ability. If I am not able to fulfill these obligations at any time during the Mentor/Mentee relationship or have concerns about the match with my Mentor/Mentee, I will contact the PMI Phoenix Mentorship Team immediately for assistance.

Ken Goebel
Mentorship Program Director
ken.goebel@pmiphx.org
Mobile: 630-303-8234

Amy Sutherland
Mentorship Program Manager
amy.sutherland@pmiphx.org
Mobile: 773-329-1113