

How are we going to work together?

Introduction

The Scout Association is a values-based Movement. The values that underpin all our work are Integrity, Respect, Care, Belief and Co-operation. The relationship between mentor and mentee/coach/coachee is based on these values.

This document provides a useful, values-based framework to develop an agreed, transparent and focused working relationship.

All parties covered by this agreement will work in the following way:

- We will act with integrity; we will be open and honest with each other and will be mindful of potentially confidential/sensitive nature of some of our discussions
- We have respect for each other; we will communicate effectively, be committed to dates and times set for meetings and conversations
- We will support each other and will be mindful of our wellbeing, we will think about the impact of our plans on those around us, with whom we work and support
- We will explore our attitudes and values and those of others. We will work in way that develops (and may challenge) our own attitudes and potentially those of others. We will always be mindful that other people's values, beliefs and attitudes may differ from our own
- By cooperating and working positively with others we will make a positive difference to ourselves with others around us.

The Process

- 1 Print two copies of this form.
- 2 Before your first meeting both the mentor/mentee or coach/coachee completes the form individually.
- 3 Meet and jointly review the forms and discuss each person's answers and reach a shared agreement
- 4 Print a new copy of the form that reflects the shared agreement.
- 5 Both parties sign and date the form.
- 6 The mentee/coachee is responsible for keeping the form in their journal and reviewing/updating as the need exists.
- 7 One month from your first meeting jointly review your agreement to answers and give your mentoring relationship a check-up and agree to any needed changes.

The Agreement

What type of support does the mentee/coachee want from the mentor/coach?	
What expectations does the mentee/coachee have of the mentor/coach?	
What expectations does the mentor/coach have of the mentee/coachee?	
How often will you meet?	
When and where will you meet?	
For how long?	
Who will be responsible for scheduling the meetings?	
What will be the ground rules for your discussions? <i>E.g., confidentiality, openness, candour, truthfulness etc.</i>	
If problems arise how will they be resolved?	
How will you know when the relationship has served its purpose and needs to be terminated?	
What are you trying to achieve? What is the end goal? <i>Use SMART objectives;</i> <i>Specific / Measurable / Achievable / Relevant / Time-bound</i>	
The initial meetings will focus on these topics:	1. 2. 3.
Any additional area/issues we want to discuss and agree to?	
Mentee / Coachee Signature	
Date	
Mentor / Coach Signature	
Date	
Date and location of the next meeting	