

# Mentor – Mentee Contract

This contract has been created to help the Mentor and the Mentee to develop a clear working relationship, goals and common expectations in order to help both of you maximize participation in the Mentoring Program. Please discuss and complete this contract as soon as you are assigned to each other, and keep a copy handy to remind you of your commitment and obligation to your own personal development and to helping your fellow club member achieve their goals.

## Mentee Commitment

*I pledge to observe the following promises as a Mentee in order to make the most of my Toastmasters experience, to contribute willingly to my club and to work diligently with my Mentor to achieve my goals...*

1. To uphold the “Toastmasters Promise”
2. To set aside “Toastmasters Time” every week in order to prepare and rehearse my speeches and assigned meeting roles.
3. I will share my goals with my Mentor and the VP Education so that they can help me reach them.
4. I will be ready to speak every month.
5. I will approach my Toastmasters roles, speech preparation and delivery with professionalism and the desire to do my best.
6. I will always be working on my next speech as soon as I complete my most recent speech. I will talk with my Mentor about the topic and organization by the next meeting, start rehearsing the second week and meet with my Mentor to work on delivery before the day I’m scheduled to speak.
7. I will diligently apply the feedback I receive from my evaluator and Mentor in order to improve as much as possible for the next speech or role.

Mentee’s signature: \_\_\_\_\_

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

## Mentor Commitment

*I pledge to observe the following promises as a Mentor in order to make the most of my Toastmasters experience, to contribute willingly to my club and to work diligently with my Mentee to achieve their goals...*

1. To uphold the “Toastmasters Promise”
2. To set aside “Toastmasters Time” every week in order to contact my Mentee and offer assistance with upcoming roles and speech’s.
3. I will make myself available to work with my mentee on their next speech by phone, to talk with my Mentee about the topic and organization and meet with my Mentee to work on delivery before the day they are scheduled to speak.
4. I will provide extra evaluation feedback on their speeches.
5. I will lead by example by approaching my Toastmasters roles, speech preparation and delivery with professionalism and the desire to do my best and by speaking regularly.
6. I will diligently apply the feedback I receive from my Mentee in order to improve as much as possible as a Mentor.
7. I will openly appreciate and recognize the growth of my Mentee whenever appropriate.

Mentor’s signature: \_\_\_\_\_

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

