

## PROCESS

### Drawing Up the Partnership Agreement

#### Getting Started:

- Schedule an acquaintance interview
- Discuss educational backgrounds and experiences
- Discuss reasonable expectations

After sharing expectations and resolving differences in perspectives and goals, it's time for each party to develop a set of specific, initial objectives or plans for the relationship.

#### Both parties can ask for specific types of help such as:

- I have set the following personal development plans that I want to achieve in the next six months...
- I need to know more about...
- I want to strengthen the following skills...
- I think you need to know this about me...

#### Alternatively, the mentee may ask:

- What would be most helpful for me to know about Research Administration and/or NCURA?
- What regulations or standards are most important for me to learn first?
- What behaviors tend to be rewarded or discouraged in this profession?

#### The mentor, on the other hand, may develop questions such as:

- What are the most important things you would like to get from this relationship?
- Here is a list of things I believe I am particularly good at – are any of them of particular interest to you?
- What developmental needs, knowledge, skills, insights, etc., would be of greatest value to you?
- What is your preferred method of learning: listening, visual, hands-on, shadowing/observing, etc.?
- What can I do to increase the comfort level between us?
- What can each of us do to make sure we start off on the right track?
- Is there anything I need to know about you right now, such as your likes, dislikes, preferences, ways of doing things, etc., that would be helpful to me?
- Is there anything I can do to increase your comfort level with me?
- What else is important to you?

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## Productive Relationship and Logistics

### **PRODUCTIVE RELATIONSHIP**

For a mentor-mentee relationship to be truly productive, both parties should agree to the following:

- Mutual respect
- Mistakes are expected as part of the growth process.
- Some expectations may go unmet.
- The goals must be mutual.
- The relationship must be based on a sense of mutual comfort and equality.
- The mentee typically takes some risks and shows initiative.
- The mentor's role is to help and support.
- People who are significantly different from one another can increase the potential for learning and skill development.

### **LOGISTICS**

Some of the common logistical concerns that need to be addressed are:

- How often will we meet?
- How long will our meetings last?
- Where will we meet?
- On which weeks of the month will we meet, and on which days?
- Who will be responsible for setting up our meetings?
- What time will we meet: during lunch, before work, after work, or during work?
- How do we go about canceling a scheduled meeting, if necessary?
- What is the best way we can contact each other?
- What ideas do we have for getting our activities organized?
- How do we alter this agreement if it becomes necessary?
- How do we monitor progress?