

MENTORING AGREEMENT

BETWEEN

Name of the Mentee: _____

Union: _____

Sector: _____

Country, Address, Street: _____

Zip Code, City: _____

Código postal, ciudad: _____

Tel. _____ Fax _____

e- Mail (personal) _____

Name of the Mentor: _____

Union: _____

Sector: _____

Country: _____

Address Street: _____

Zip Code, City: _____

Tel. _____ Fax _____

e-Mail (personal) _____

FREQUENCY OF MEETINGS

The Mentoring-Tandem has agreed to work from _____ (date of agreement) until _____

The Mentor and the Mentee agree on meeting _____ per month on the following dates:

Via (you can choose more than one) _____

Telephone: _____

E-mail: _____

Skype/Zoom/WhatsApp / Meet/etc.: _____

Personal meetings: _____

Other: _____

Interval of meetings: _____ (recommended at least 3 times every 2 months)

TO

What would you like to achieve as a tandem?

Activities Planned (how are you going to achieve your goals/objectives?)

Short term (3 – months)

Mid-term (6 – months)

Long term (1 year)

The Mentoring tandems are invited to become actively involved in the implementation of innovative aims within the next two year period.

The agreed terms and dates are considered to be binding for the signing parties.

The Mentee is responsible for contacting the Mentor in due time.

The tandem undertakes to put the abovementioned steps into practice. Furthermore, they will schedule the meetings and document all their progress. For the meetings, each one will prepare specific questions and discussion topics.

The Mentor commits to giving advice, support and contacts to the Mentee during her development as well as access to opportunities in the structure of the trade union and networks. In the context of the Mentoring Program she agrees on creating a constructive environment for the implementation of the program.

CONSULTING, INFORMATION, CONFLICTS

Further consulting and/ or information requirements will be assisted by the UNI Head and Regional/Local Offices. This also applies to disagreements, non-compliance of this agreement and/or any other issues that might arise during the implementation of the Mentoring Program.

TERMINATION/DISSOLUTION OF THE TANDEMS

Sometimes there are various changes which can result in the termination of the tandem.

In such case, both parties have the possibility to dissolve this agreement. If this case arises, both the UNI Head and the Regional/Local Offices must be notified in due time about the termination stating its reasons.

REPORT ON ACTIVITIES

In order to follow up on the progress of the tandems, all tandems are required to present a Report on Activities every 2-4 months. In order to collect this information, a special questionnaire will be sent out for the tandems to complete. With all the information gathered, the coordinators of the program will create a consolidated report to share with all other tandems participating in the program.

CONFIDENTIALITY AGREEMENT

All the parties participating in this program pledge themselves to discretion. This also applies to the partnership between Mentor and Mentee.

Likewise Mentor and Mentee commit themselves to discretion concerning all information that is exchanged within the Mentoring Program as well as diplomacy and confidentiality towards one another.

We accept all terms of the Mentoring Agreement.

Place and date

Signature Mentee

Signature Mentor



equal
opportunities