



## Mentorship Program

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# Relationship Ground Rules

Ground rules set the foundation for your mentoring relationship. It is important to discuss and agree on the boundaries and expectations of your mentoring relationship **at the beginning**.

The following points can be used to guide a frank conversation about relationship ground rules:

### Scheduling

- What is your availability for meetings?
- How should meetings be scheduled? Who will set up the meetings?
- What is the frequency, duration, and intervals for meeting and communicating?
- When and where will we meet?
- What happens when someone needs to cancel?

### Communication

- How will we communicate between meetings?
- What is the preferred communication style?
- How will we give each other feedback?

### Preparation

- What preparation is expected ahead of the meeting?
- How will we spend our time together?
- What will we talk about?
- What topics or issues are outside the scope of the relationship?

### Success

- How will we keep things fresh and engaging?
- How will we keep track of progress and ensure goals are achieved?
- What will we do if one person is not meeting expectations?