

Mentorship Program Guidelines for Business Partners

Dear [Partner's Name],

We are excited to introduce you to our Mentorship Program, designed to foster relationships between seasoned professionals and emerging talents in our network. This document outlines the guidelines to ensure a successful mentoring experience for both mentors and mentees.

Program Objectives

- To facilitate knowledge sharing and skill development.
- To enhance professional growth and career advancement.
- To build a supportive community within our business network.

Roles and Responsibilities

Mentors:

- Provide guidance and support to mentees.
- Share relevant experiences and expertise.
- Encourage and motivate mentees to achieve their goals.

Mentees:

- Actively seek advice and insights from mentors.
- Set clear goals and objectives for the mentorship.
- Demonstrate commitment and willingness to learn.

Meeting Expectations

Mentors and mentees are encouraged to meet at least once a month, either in person or virtually. Regular check-ins will enhance the mentorship experience and foster accountability.

Duration

The mentorship relationship is recommended to last for a minimum of six months, with the possibility of extending based on mutual agreement.

Confidentiality

Both parties should agree to maintain confidentiality regarding any sensitive information shared during the mentoring relationship.

We believe this program will be beneficial to all participants and strengthen our collaboration. Should you have any questions or require further details, please feel free to reach out.

Best regards,
[Your Name]
[Your Position]
[Your Company]