

## AREMA Mentoring Program Commitment Agreement

### Program Expectations

We, the Mentee and Mentor, agree to the requirements of the AREMA Mentoring Program as outlined in the table below.

<b>Mentee</b>	<b>Mentor</b>
Attend and actively participate in all sessions with my Mentor.	Attend and actively participate in all sessions with my Mentee.
Work to develop and maintain a mutually rewarding relationship with my mentor.	Work to develop and maintain a mutually rewarding relationship with my Mentee.

### Mentoring Relationship Agreement (between Mentee and Mentor)

We, the Mentee and Mentor, agree to the development of an open, committed, and dynamic relationship based upon trust, clear communication, and dedication to professionalism.

We understand and agree that this mentoring relationship is to create a comfortable, positive, and supportive environment for the Mentee to improve his/her professional and personal skills development through exposure to the railroad industry and its opportunities.

We understand and agree that the nature and content of our discussions will be held in confidence. We understand and agree that we each have roles and responsibilities that include the following:

<b>Mentee</b>	<b>Mentor</b>
Assumes primary responsibility for success of the mentoring relationship.	Serves as a source of information, training and encouragement.
Effectively uses the mentor's time and counsel.	Helps the Mentee to identify and achieve professional development goals.
Initiates the development of relationship expectations.	Provides career guidance.
Establishes mutually clear developmental goals.	Helps develop creative and independent thinking.
Displays a genuine interest in professional and personal growth.	Assists Mentee in building self-confidence.
Open and receptive to feedback and coaching.	Helps the Mentee through challenging situations.
Commits to learning.	Provides listening, coaching, and feedback skills.
Utilizes self-management skills.	Utilizes knowledge of railroad industry, its structure, and opportunities.
Develop an agenda for monthly meetings with mentor.	Participate in monthly meetings with the Mentee.

Based on the above roles and responsibilities, we, Mentee and Mentor, agree to fulfill our roles for the successful completion of the Mentoring Program.

We realize the purpose of this program is to equip each Mentee with the skills necessary to advance their career development. In support of this skill-building, we agree to meet a minimum of once-a-month by conference call or face-to-face.

We acknowledge this is a multi-year commitment that expires upon the Mentee's graduation from his/her current degree program. The first part of the relationship will be centered on the Mentee's career skills development. The later portion will be a more informal partnership to further establish the Mentee's career development plan. We accept our responsibilities to complete this commitment.

We agree to review the effectiveness of this relationship at least on a monthly basis. We understand and agree that this relationship may be terminated at any time by either the Mentee or Mentor by written notice to the AREMA Mentoring Coordinator.

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Mentee - Print

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Mentor - Print

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Mentee - Sign

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Mentor - Sign

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Date

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Date