**Mentoring Agreement**

This is an agreement on (date) between (Mentor) and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mentee).

Mentor = person providing the mentoring

Mentee = person receiving mentoring

# Purpose and Essence of Agreement

The Mentor has achieved success in an area where the Mentee wishes to achieve success. Mentee now wishes to receive guidance and accountability from Mentor. The Mentor now wishes to mentor the Mentee until the Mentee has been instructed in all the business areas outlined in the Share essential oil booklet. The parties agree that the Mentor’s goal is to assist the Mentee become independent of the Mentor as quickly as possible.

# Requirements & Qualifications

1. Mentee is willing to own his/her power
2. Mentee agrees to personal development. (This means, he/she is willing to make changes/ go through healing)

Code word: ***Agency***will be used as a friendly reminder of these two requirements.

# Mentee’s Obligations

Mentee promises to:

1. Speak to at least 2 contacts a day,
2. Read or listen to a personal development work at least 15 minutes a day,
3. Teach at least 2 Introduction Classes a week, (it can be one-on-one)
4. Teach at least 1 Wellness Product Class a week,
5. Work on building Mentee’s business at least 5 hours a week,
6. Communicate in a timely manner i.e. (Replies to emails, texts, phone calls and messages within a few days),
7. Report on all the above activities & agreed goals weekly to Mentor, and
8. Meet with Mentor at least once a week (Mentoring Meeting or call for 30 minutes to 1 hour). Mentee will contact Mentor.

# Mentor’s Obligations

Mentor promises to:

1. Meet with Mentee at least once a week (Mentoring Meeting),
2. Prepare instructions for Mentee,
3. Give encouragement to Mentee,
4. Contact Mentee regularly,
5. Assist & Guide Mentee in setting reasonable but challenging goals,
6. Hold Mentee accountable for these goals, and
7. Reward and celebrate achievements reached by Mentee.

# Obligations of Both Parties

Both parties agree to

1. Work with the other party to schedule a time to meet together (Mentoring Meeting),
2. Keep to the time allocated during the Mentoring Meetings,
3. Be prepared for the Mentoring Meetings,
4. Make attending the Mentoring Meeting a priority,
5. Mentee will call mentor,
6. Work together to cover all of the topics in the Mentoring Content (See Appendix A),
7. Notify the other party at least 24 hours before if, for unforeseen circumstances a party needs to make a change to the Mentoring Meeting time, and
8. Not request to change Mentoring Meetings more than 3 times in a row.

If the Mentee cancels or changes the Mentoring Meeting more than 3 times, the Mentor has the right to terminate this agreement and the Mentee agrees to allow the Mentor to select another Mentee.

# Handling Difficulties

The parties acknowledge that from time to time the Mentee may become discouraged. The Mentor may detect this is the case when the Mentee stops calling and enrolling, and starts making excuses. When this happens, the parties agree to discuss what the Mentee’s needs are and how the Mentee wants the Mentor to respond, whether with encouragement, understanding, space, or other added support.

# Tracking Progress

It is the Mentee’s responsibility to track his or her own progress. The Mentor may assist the Mentee in their tracking. It is the Mentor’s responsibility to guide and assist the Mentee. The parties understand and agree that the overall progress of the Mentee will very largely depend on the efforts of the Mentee. The Mentee accepts the responsibility to communicate to the Mentor his or her needs and areas of desired improvement. It is the Mentor’s responsibility to prepare materials and training to help and guide the Mentee in his or her progression.

# Commitment

The parties agree to the terms in this Mentoring Agreement as is evidenced by the below signatures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mentee**)**  (Mentor)

# **Appendix A: Mentoring Content**

This is the outline of the Mentoring Sessions:

BASIC PREPARATIONS:

I have done the following:

❑ Set up my LRP order 100PV+

❑ Understand how to use My Virtual Office

❑ Discovered my ROLE & Purpose

❑ Become familiar with online resources

❑ Obtained an essential oil reference guide

❑ Attended local classes and events

❑ Connected with other Wellness Advocates

❑ Prepared my answer to “What do you do?”

❑ Reviewed compliance

❑ Websites, Facebook & Social Media

❑ Schedule dōTERRA Time blocks in my schedule

KNOWLEDGE:

I understand the following principles:

❑ The dōTERRA Opportunity

❑ My WHY, My Calling (Focus & Inspire), My Brand

❑ Compensation

❑ Strategy

❑ Business Activities & Creating Working Business Practices (A System)

❑ Teaching Tips

❑ Personal Development

❑ Expanding Contacts

❑ Develop Leadership Skills

❑ Begin to Mentor & Lead Others

EXPERIENCE:

I have participated in the following discussions:

❑ 1) Introduction Class

❑ 2) Membership Maximization Discussion

❑ 3) Wellness Product Classes

❑ 4) Share Discussion

❑ 5) Business Opportunity Discussion

❑ 6) Mentoring Discussions

❑ Overcoming Concerns, Rejection, & Difficulties

❑ Honoring & Loving Self & Develop More Gratitude

❑ Recognizing Personal Healing Experiences

❑ Weekly Providing Names of Prospects and Team Members to Support

❑ Attend At Least ONE Corporate Event This Year

**Mentoring Agenda**

# Preparation for Meeting (to be completed before meeting)

* Review previous meeting’s notes & prepare and send questions
* Complete tracking spreadsheet:

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifying Leg (leader) | Required Volume | Current Volume | Volume Deficit |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# Connect and Visit (5+ min)

* Share details about … week, life, family, work, etc.
* Feelings about the progress of business
* Review or reflect on problems and achievements

# Report Back (10min)

* Review last week’s action plan
* Report on numbers (invitations, intro classes, wellness classes, maximization discussions… (see Tracking Progress chart below))
* Talk about specific people and plans

# Development (20min)

* Share week’s learning from Personal Reading
* Discover needs and choose area to work on
* Instruction & Discussion

# Moving Forward (5-10min)

* Set goals, give assignments, and make an action plan
* Set next meeting time

**Track your progress here:**

ACTION:

I have invited the following people to **LEARN**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| e.g. Mike Jackson |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I have taught the following number of **Introduction Classes and Discussions**:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |

I have invited the following people to **USE** (set up wholesale accounts):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I have had the following number of **Membership Maximization Discussions**:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |

I have invited the following people to **SHARE**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

I have had the following number of **Share or Business Opportunity Discussions**:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |

PERSONAL DEVELOPMENT:

Suggestions:

1. *The Slight Edge* Jeff Olsen
2. *How to win friends and influence people* by Dale Carnegie
3. *7 Habits of Highly Successful People* by Stephen Covey
4. *The 4 Laws of Financial Prosperity* by Blaine Harris & Charles Coonradt

PERSONAL DEVELOPMENT:

I have read or listened to the following works:

|  |
| --- |
| 1 |
| 2 |
| 3 |
| 4 |