

Form A: Team Commitment Statement, Expectations, and Goals

Group Name:

Date:

1. Commitment Statement: At the beginning of the program, each team will develop a commitment statement to bring clarity to goals and expectations for your team and set forth a structure to ensure accountability between group members. A sample Commitment Statement is included below. You can adapt this as needed for your team. Feel free to add to this worksheet as needed.

Sample Commitment Statement: We are entering into a mentoring group, which we expect to be beneficial to all team members. By signing below, we each agree to the following considerations regarding expectations, confidentiality, participation, and communication efforts.

Team Commitment Statement:

2. Goals and Objectives: Discuss and establish key goals and desired objectives or outcomes for your team. A goal is a desired result your team would like to achieve. A goal is typically broad and long-term. Identify 1 to 3 goals for your team. For each goal, also identify objectives. Objectives are the specific, measurable actions each team member will take to achieve the overall goal. Identify 1 to 3 objectives for each goal for your team.

What are you team's key goals and objectives? What does your group want to achieve by participating in TCDIP Connect? Be realistic about what your team can accomplish over the course of the next 9 months.

3. Expectations: Setting expectations is an important tool to prevent misunderstandings and frustrations down the line. Expectations will be unique to each team. Below are some examples for reference purposes. Modify and/or develop your own as appropriate for your team.

Examples:

- *Accountability.* Each member is an equal, contributing member of the team. Each member takes responsibility for participating and getting what they need out of the team.
- *Development & Guidance.* Provide perspective and advice on career related topics and offer suggestions, feedback and encouragement to our team members.
- *Facilitate Networking.* Serve as a resource for our team and help facilitate connections with other professionals. These professionals may be internal or external to your organization and can be at any level. What are the expectations for sharing your network?
- *Be an Active and Engaged Listener.* Listen to team members and provide an accepting and supportive atmosphere.
- *Commit to Entire Program.* Commit to actively participate throughout the entire duration of the program. Attend scheduled events and keep scheduled appointments with our team.
- *Be Prepared.* Ensure that goals are established, topics are identified, agendas are created, and questions are prepared for each meeting.
- *Be Receptive to Feedback.* Accept feedback and suggestions from our team.
- *Show Professionalism.* Uphold a high standard of professionalism. Promptly return telephone calls and e-mails. Be present, no multi-tasking during meetings.
- *Maintain Respect.* Uphold core relationship values including privacy, confidentiality, honesty and integrity.

What are the expectations for our team?

4. Confidentiality: How will your team treat information shared within the group and between individual team members? Outline your team's confidentiality statement.

5. Participation: Every group will have different expectations about how much time each team member is expected to devote to TCDIP Connect activities. Based on the expectations, goals and objectives identified by your team, determine a meeting schedule and preferred format(s) for meetings. Some things to consider:

- How often does the team want to meet?
- How structured does the team want the meetings to be?
- Preferred location/platform for meetings?

6. Communication: Using the [Communications Best Practices](#) above, identify communication cadence and preference. What is your team's communication plan?

7. Other Ground Rules

Take time to consider other ground rules that your team will follow to avoid any misunderstandings and frustrations further down the line and to give your team the best chance of success. Below are some things to consider when setting additional ground rules. For additional considerations, see [Mentorship Best Practices](#).

- What process will be followed if a member is frequently late or absent?
- How many times may a member be absent or late and still remain in the group?
- If a member is not engaging or responding, what is the process for connecting with that member? What are the steps for re-engaging that member or determining if that member should step away from the group?
- Is the group interested in bringing in additional resources (e.g. speakers)? If so, what is the process of reviewing/approving external resources?

Group Name:

Member Signatures:

Form B: Individual Team Member's Goal Statement

Name:

Date:

At the beginning of the program, each team member is asked to think about their goals and expectations on an individual basis. Each team can decide whether members will be asked to share individual statements with each other, or whether the team would prefer to keep statements private. What do you as an individual want to achieve as a result of the mentoring program?

- 1. What are your goals for participating in TCDIP Connect?**
 - a. What skills do you want to build?
 - b. What connections would help?
 - c. What experience do you need?

- 2. What do you plan to contribute to the team?**
 - a. What skills or expertise can you offer?
 - b. What connections can you offer to your team?
 - c. What experiences do you have that will be helpful to other team member?

- 3. Where do you see yourself in one year? 3 years? 5 years? What will you be doing professionally? How is it different from today?**

- 4. Based on your response to No. 3, what are your longer-term goals?**

- 5. What will it take to achieve these goals? What are your needs along the way? What will you need to learn? Who will you need to know? What experiences will you need to have had?**