

**Establishing boundaries: The how-to guide**

Mentor Partner:        
Dated:

At the start of the mentoring relationship, it's not always easy to think of the areas in which you will want to establish boundaries. This how-to guide will help you along this path so you become aware of and can communicate your boundaries for your mentoring relationship.

**Getting Started:**

Our mentor's experience shows that defining only what is in bounds within a mentoring relationship is not enough. It's also important to define what is borderline and out of bounds. For each of the factors listed in the chart below consider and record examples and conditions of what is in bounds, what is borderline or on the verge of being out of bounds, and what is out of bounds in the mentoring relationship.

Complete this how-to guide independently and discuss your results with your mentoring partner at your next mentoring meeting.

**\*Tips:**

1) Identify **“In Bounds”** conditions by considering examples/conditions that contribute to any healthy professional relationship.

2) To help you determine **“Borderline”** conditions, think of situations when you felt slightly uncomfortable, somewhat frustrated or annoyed, but you did not feel the need to address the situation. It had no extended impact on your professional relationship and neither was it a relationship deal-breaker.

3) To identify **“Out of Bounds”** conditions, think of situations in the past when someone overstepped your boundaries and it either resulted in a serious discussion during which you outlined the behaviour that was unacceptable, or it ended your professional relationship.

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| **Factors** | **In Bounds** | **Borderline**  **(if applicable)** | **Out of Bounds** |
| When? | ex. weeknight meetings | ex. late afternoon meetings | ex. weekend meetings |
| Where? |  |  |  |
| Role/Expectations |  |  |  |
| Topics for Discussion (business, personal, family, personal finances, religion etc.) |  |  |  |
| What can be shared with others? |  |  |  |
| Form of communication |  |  |  |
| Frequency of Communication |  |  |  |
| Access to mentor’s referral network |  |  |  |
| Other: |  |  |  |