



Aquarian Trainer Academy – Level Two Pathway Mentor/Mentee OPERATING AGREEMENT 水 水瓶年代培训师学院——二级道途 导师/指导对象执行协议



Purpose/目标

The use of this agreement is optional but recommended. The Aquarian Trainer Academy has created this Operating Agreement as a support tool for the mentoring relationship. The purpose of this agreement is to enhance the success of Lead Trainers as they mentor and guide Level Two Candidates through the Level Two Pathway. This agreement allows each party to understand his/her **responsibilities and expectations in this relationship**; and it is designed to guide the mentor and mentee in an open and honest dialogue about the commitments required.

本协议的使用是非强制的但是很推荐。水瓶年代培训师学院创造了本执行协议是作为给指导关系的一个支持性工具。本协议的目标在于强化主培训师在辅导和指引二级候选人走过二级道途时的成功。本协议使得每一个参与方理解他/她在这段关系中的责任和期待；指引导师和辅导对象关于所要求的承诺进行敞开的诚实的对话。

As the Mentor and Mentee prepare to enter into this Operating Agreement, they should review and confirm their understanding of the Level Two Competency Evaluation Form. The Mentee completes this form and then discusses it with the Mentor. This is a fundamental method for identifying current skill level and experience as well as identifying and establishing areas that need development. This process will assist both the Mentor and Mentee in creating and agreeing to a development process.

在导师和指导对象为进入执行协议做准备时，他们应该回顾并确认其对二级资质评估表的理解。指导对象完成此表格后与导师进行探讨。这是明确当前技能水平与经验，以及明确哪些方面需要提高的根本性方法。这个过程会协助导师和指导对象创建出双方都认同的发展过程。

Note: It is important to recognize the nature of development is based on the ability to develop and demonstrate the skills and knowledge to deliver the Level Two modules successfully to the students.

注意：有一点很重要，即明确发展的本质，其基础是有发展的能力，并展示出可以将二级模块成功教授给学生的技能与知识。

Discussion Guidelines/探讨的参考原则

Prior to signing the operating agreement, it is recommended that you discuss the following questions in order to clarify responsibilities and expectations for both the mentor and the mentee.

签署本执行协议之前，推荐你们探讨下列问题，明确导师和指导对象双方的责任和期待。

1. Have you agreed upon the key areas identified for development?
你们是否已经就需要发展的方面达成共识？
2. After considering your specific Level 2 program, 在考虑过你们的具体二级项目之后,
 - a) What are the mentee's primary responsibilities? 指导对象的主要责任是什么？



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- b) What new skills will be developed or strengthened? 将有什么新技能得到发展或强化？
- c) Have any key topics been assigned for the mentee to teach? 有没有给指导对象分配具体的讲课题目？

3. Have periodic meeting times and goals (benchmarks) been established, (i.e. *periodic planning meetings, competency evaluations at the beginning and end of the course by mentor and mentee, debriefings at the end of each session, etc.*) ?

有没有确定定期会面的时间和目标（标准）（即定期计划会面，导师和指导对象在课程开始和结束时评估资质，每次课程结束时做点评，等等）？

4. Have you discussed any possible unspoken assumptions regarding expectations?
有没有讨论任何可能没有明说的，关于期待的主观判断？
5. What type of financial arrangement, costs/fees, or seva (energy exchange) are associated with this agreement, if any?
如有的话，本协议涉及到何种类型的财务安排，支出/费用，或服务（能量交换）？
6. Does the mentoring Lead Trainer have expectations above and beyond KRI’s basic requirements? If so, be sure to discuss and note these expectations before completing the agreement. KRI supports the decision of Lead Trainers to require more than the basic KRI requirements.
作指导的主培训师有没有超出 KRI 基本要求的期待？如果有，确保在完成本协议之前就讨论并记录这些期待。KRI 支持主培训师高于 KRI 基本要求之上的决定。



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Mentor/Mentee Operating Agreement

导师/指导对象执行协议

MENTOR (Mentoring Lead Trainer) 导师（做出指导的主培训师）

Role: Provide advice, consultation, resources, & mentoring support at Professional and Lead Trainer level.

角色：提供专业和主培训师水平的建议、咨询、资源和指导支持。

Responsibilities: (not limited to just these responsibilities) 责任（并不限于以下这些）

- Assist Mentee in identifying and developing the required competencies along with ideas on how to build and improve both personal and technical skills.
- 协助指导对象明确和发展所要求的资质，以及如何打造和提高个人与技术技能的想法。
- Establish a development plan for the mentee and provide guidance.
- 为指导对象制定一个发展计划并提供指引。
- Assist mentee in identifying development resources that will help him/her grow as a Level Two Trainer and address any issues encountered.
- 协助指导对象明确可以帮助他/她作为二级培训师成长的发展资源，以及应对任何遇到的问题。
- Share lessons learned and best practices with Mentee.
- 与指导对象分享经验教训和最佳做法。
- Provide on-going support and encouragement to Mentee.
- 为指导对象提供持续支持和鼓励。
- Observe the mentee teaching.
- 观察指导对象教学。
- Meet regularly with mentee
- 与指导对象定期会面
- Document mentee's accomplishments, challenges, and successes (as part of their post-program competency review).
- 记录指导对象的成就、挑战和成功（作为其项目后资质回顾的一部分）。
- Maintain confidentiality of information shared in mentoring sessions based on boundaries established by mentee and KRI.
- 基于由指导对象和 KRI 建立的界限，对指导谈话中分享的信息保密。

MENTEE 指导对象

Role: Actively participates in the KRI Level Two Trainer Pathway through participation in the delivery of module material and regular meetings with the Mentoring Lead Trainer.

角色：通过教授模块内容及定期与作出指导的主培训师会面的方式，积极参与 KRI 二级培训师道途。



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Responsibilities: (not limited to) **水瓶年代培训师学院二级导师/指导对象执行协议** 责任 (并不限于以下这些)

- Commit to full participation in the KRI Aquarian Academy Level Two Trainer Pathway

- 承诺全身心投入水瓶年代学院二级培训师道途。
- Required to attend all sessions of the Level 2 module they participate in.
- 要求出席其参与的二级模块的全部课程。
- Commit to participating in regular reviews, including assessment of competencies
承诺参与定期的回顾，包括对资质的评估
- Work with Mentoring Lead Trainer to identify education/training resources and development opportunities for professional growth.
- 与指导主培训师合作，为专业成长明确出教育/培训资源和发展机会。
- Actively pursue goals and objectives identified with the assistance of the Mentoring Lead Trainer.
- 积极实现在指导主培训师的协助下明确出的长期和短期目标。
- Engage in regular meetings with Mentor (before/during/after the Level Two training program).
- 积极参与和导师的定期会面（于二级培训项目前/中/后）

Financial Agreement 财务协议

[Insert any fee arrangements here][在此插入任何费用安排]

Additional Requirements (beyond KRI guidelines) 额外要求（超出 KRI 指导原则以外）

[Insert any additional expectations here][在此插入任何额外期待]

I have reviewed and understand the essential functions of my role and I agree to uphold this operating agreement. KRI is available to support the resolution of any issues between the parties in this agreement.



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我已阅读并理解自身角色的重要职能。我同意遵守此执行协议。KRI可以支持解决本协议中双方之间的任何问题。

水瓶年代培训师学院 二级导师

导师/指导对象执行协议

Mentoring Lead Trainer 指导主培训师

Name/姓名: _____ Signature/签名: _____

Date/日期 _____

Mentee 指导对象

Name/姓名: _____ Signature/签名: _____

Date/日期 _____

Mentee's Current Level One Role within the Academy _____

指导对象当前在学院中的一级角色 _____