Disability Employer Resource  
Mentoring Program for Employees with Disability

**Leadership**

* Corporate Executive team endorses and participates in the program.

**Scope**

* All employees with disability are invited to participate in the program.
* Target 60% of employees with disability to participate in the program.

# Two streams of mentoring support:

1. **Managers, Senior Managers and Executives:** 
   * to provide constructive, professional advice, to assist with skills development, to explore career pathways, to develop networks and for career guidance
   * general mentoring – guidance on wellbeing, social / cultural / workplace interactions etc
2. **Other people with disability working within the public sector:**
   * to receive guidance / support from a public sector colleague with disability – to share experiences, solutions etc.

# Implementation

Human Resources appoint a Mentor Program Coordinator to:

* recruit new mentors and mentees
* match mentors and mentees
* facilitate the completion of the Mentoring Agreement (see appendix 1) with mentor and mentee
* promote the program:
  + seek a diverse range of people to participate
  + encourage staff to be a part of the program to develop their skills, knowledge and leadership
* offer links to disability awareness and other appropriate training as required
* provide support and guidance on:
  + information where the mentor can access support or resources
  + program parameters and expectations
  + privacy and confidentiality guidelines
  + assistance with mentoring agreements
  + address difficulties should they arise
  + how to utilise the mentoring sessions (see appendix 2)
* collate 6 monthly check-in from mentors and mentees to ascertain progress and identify any issues.
* provide 6 monthly/yearly session for mentors for training on specific information or skills development, networking and to share experiences of the program.

# Appendix 1 – Mentoring Agreement

**Please complete the following agreement.**

This mentoring agreement is between:

Mentee:

Mentor:

This agreement is valid for 12 months from:

## Roles and Responsibilities

**Mentee and mentor:**

* to be **committed** to the program and **actively participate**
* to maintain **confidentiality** and **respect** the role of their mentor/mentee
* can withdraw from the program at any time in consultation with the Mentor Program Coordinator
* Mentor:
  + to refer matters relating to day-to-day work back to the line Manager
  + will not take on the role of complaints mediator, but can provide support or guidance regarding a concern or complaint through the Agency’s regular procedures.
  + support the mentee to access EAP or other external services for personal and/or work-related issues that impact on a mentee’s job, health, mental and/or emotional well-being.
* provide a bi-annual progress updates to the Mentor Program Coordinator.

## Goals and Strategies

**Please indicate your goals below.**

The goals we will focus on will be:

1)

2)

3)

**Please complete the table below.**

The strategies, timeframes and responsibility for these goals will be:

| **Goal** | **Strategy** | **Timeframe** | **Who** |
| --- | --- | --- | --- |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |

**Our catch up sessions will occur (Please indicate one of the following):**

* Fortnightly (to begin with)
* Monthly
* Other

This mentoring agreement will be reviewed in 12 months. However goals and strategies can be updated throughout the year as required.

# Appendix 2 – Mentoring Sessions

## Session 1

1. **Checklist: Prior to the sessions, mentor to ensure:**

| **Session accessibility** | **In place:**  **Yes/No** |
| --- | --- |
| Accessible venue |  |
| Accessible information available and/or alterative communication methods (if required) |  |
| Support for the employee (if required) |  |
| Disability awareness training undertaken |  |
| Knowledge of Agency’s diversity strategy, disability employment strategy and access and inclusion strategies |  |
| Knowledge of Agency mentor program parameters |  |

1. **Get to know your mentee – establish a positive relationship:** 
   * be open-minded
   * get to know the skills, abilities and interests of your mentee
   * if you are unsure – ask. Your mentee knows themselves the best, so start getting to know your mentee by asking work-related questions
   * disclosure of disability may be a sensitive issue for your mentee. Ask permission to discuss disability related issues (if appropriate), re-affirm confidentiality. Ultimately it is up to the individual, do not insist. This may take time and trust.
2. **Begin to draft the Mentoring Agreement** (appendix 1).

This can be signed off in the second session.

1. **Set the next meeting.**

## Session 2 and onwards

1. **Celebrate achievements since last session**

Mentee achievements

Mentor achievements

1. **Complete and sign-off on the Mentor Agreement** (for session 2)

Notify Mentor Program Coordinator of completion

1. **Reflect on the last session**

Was anything put into place or tried out? How successful was it? What was learnt?

Have both parties undertaken any agreed strategies set from the last session?

1. **Are there any adjustments to your meetings that need to be made?**

(for example communication methods? how you work together?). Are there areas for improvement?

1. **Is there any specific information that would be beneficial to either the mentor or mentee?**
2. **How do you both feel things are progressing?**
3. **Are there any connections or networks that would be beneficial?**

Introduce your mentee to other professionals with and without disability.

1. **Update goals and strategies for the next meeting/s?**

Document actions to be achieved by next meeting (adjust the mentoring agreement if required)

1. **Set the details for the next meeting.**