

# 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.



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## 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.

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## 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 alternative 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	

#### 2. 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.

#### 3. Begin to draft the Mentoring Agreement (appendix 1).

This can be signed off in the second session.

#### 4. Set the next meeting.

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## Session 2 and onwards

### 1. Celebrate achievements since last session

Mentee achievements

Mentor achievements

### 2) Complete and sign-off on the Mentor Agreement (for session 2)

Notify Mentor Program Coordinator of completion

### 3) 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?

### 4) 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?

### 5) Is there any specific information that would be beneficial to either the mentor or mentee?

### 6) How do you both feel things are progressing?

### 7) Are there any connections or networks that would be beneficial?

Introduce your mentee to other professionals with and without disability.

### 8) Update goals and strategies for the next meeting/s?

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

### 9) Set the details for the next meeting.

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This project is a NDIS Information, Linkages and Capacity Building (ILC) initiative.



Government of **Western Australia**  
Department of **Communities**

