

Mentorship Program Framework

This is a guide only and should be adapted to your industry and circumstances.

1. Purpose

A structured mentorship program fosters professional growth, knowledge sharing, and career progression for diverse employees. This framework helps organisations design an effective, inclusive mentorship program that aligns with diversity, equity, and inclusion (DEI) goals.

2. Program Objectives

- Support career development for employees from underrepresented groups
- Strengthen workplace inclusion and cultural competency
- Build leadership capabilities among mentors and mentees
- Foster knowledge-sharing and cross-functional collaboration

3. Program Structure

Mentor and Mentee Selection

- Invite employees from diverse backgrounds and all career levels
- Use an application and matching process based on skills, career goals, and shared experiences
- Encourage participation from senior leadership to model inclusive leadership

Mentorship Models

- **One-on-One Mentoring:** Traditional mentor-mentee pairing for focused career guidance
- **Group Mentoring:** One mentor supporting multiple mentees
- **Peer Mentoring:** Colleagues at similar career stages supporting each other
- **Reverse Mentoring:** Junior employees mentoring senior leaders on diverse perspectives

4. Key Program Components

Training and Support

- Provide cultural awareness and bias training for mentors
- Offer resources on active listening, goal setting, and coaching techniques

Goal Setting and Accountability

- Encourage mentors and mentees to define clear, measurable objectives
- Schedule regular check-ins and progress reviews

Duration and Commitment

- Recommend a structured timeframe (e.g., 6-12 months) with flexible meeting schedules
- Outline expectations for participation and engagement

5. Measuring Program Success

- Gather feedback from participants via surveys and focus groups
- Track career progression of mentees and skill development in mentors
- Assess program impact on workplace diversity and inclusion metrics

6. Additional Resources

- **Diversity Council Australia:** www.dca.org.au
- **Australian Human Rights Commission (Workplace Inclusion):** www.humanrights.gov.au
- **Workplace Gender Equality Agency:** www.wgea.gov.au

By implementing this framework, organisations can create a mentorship program that supports diverse employees, enhances workplace inclusion, and contributes to long-term professional growth.