

**SAMPLE Work Plan
Disability Mentoring Day**

Activity	Sub-task	Assigned Staff	Status
Register on-line with www.Connect-Ability.com	Complete online registration form and contact Christine Weston with Connect-Ability with any questions: 860-424-5619		
Obtain mentors for 1:1 matches	Solicit mentors via email to management group		
Plan the DMD program Wednesday, Oct.17, 2012	<ol style="list-style-type: none"> 1. Develop program agenda 2. Identify Senior leader to kickoff 3. Develop kickoff presentation 4. Determine and order give-aways 5. Obtain Name tags 6. Order Refreshments (lunch) 7. Create Evaluation forms 8. Notification to security re: visitors on 10/17 9. Send save the date to mentors 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9.
Logistics for 10/17	Schedule meeting room for DMD event 10/17		
Local communications	Work w/Corporate Communications and Diversity Committee to get local media coverage		
Match mentees with mentors	Match mentees with mentors Send email with logistics to the coordinator at the high school		
Hold debrief meeting Identify who to send <i>thank you notes</i>	Review evaluation forms Identify who should receive <i>Thank You</i> notes Feedback to Connect-Ability		