



Succession Planning: What Are We Doing?

DATE:

Thursday, December 13, 2007

TIME:

8:30 AM to 10:00 AM

Business Meeting

10:00 AM to 12:00 Noon

Information Sharing on Succession Planning

12:00 Noon to 2:00 PM

Annual Holiday Luncheon

LOCATION:

Connecticut Department of Transportation, Training Center

2780 Berlin Turnpike

Newington, CT 06131-7546

Phone: (860) 594-3600

PROGRAM DESCRIPTION:

- Join us in our new Information Sharing/Business Meeting format as we explore Continuity of Operations and Succession Planning in State Government. This will be an opportunity to hear what various agencies are doing as we face the potential of employee retirements or unexpected changes in staff assignments.
- The morning will conclude with our Annual Holiday Luncheon. This year the lunch will be catered by Bertucci's and will be held at the meeting site.
- Some people have indicated an interest in baking some dessert items . of course they are welcome!

OUR SPEAKERS:

- Cheryl Malerba, Department of Transportation
- Bob McGarry, Department of Motor Vehicles
- Claire Nolin, Office of Policy and Management

RSVP INFORMATION: For Continental Breakfast Only

- Please RSVP no later than **DECEMBER 7, 2007** to Cheryl Malerba:
 - E-Mail: cheryl.malerba@po.state.ct.us
 - Phone: 860-594-3600
- Please bring \$2.00 with you for Continental breakfast only.

RSVP INFORMATION: For Luncheon Only OR Continental Breakfast & Luncheon

- Please RSVP no later than **DECEMBER 7, 2007** to Cheryl Malerba.
- Luncheon only is \$15.00.
- If you attend for both the continental breakfast and the luncheon, the combined cost is \$17.00.
- Please send a check made payable to: Cheryl Malerba. On the memo portion of your check, please indicate %linguini+or %Ravioli+
- Send to: Connecticut Department of Transportation, Training Center, 2780 Berlin Turnpike, Newington, CT 06111 Attention: Cheryl Malerba

- If you should have any questions, Cheryl's contact information is: E-Mail: cheryl.malerba@po.state.ct.us Phone:860-594-3600.

LUNCHEON MENU:

- Soft Drinks
- Rolls
- Salad
- Roasted Tuscan Vegetables
- Four Cheese Ravioli or Linguini with Meatballs
- Assorted Desserts

DRIVING AND PARKING INFORMATION:

From the North:

I-91 South take exit #28 to Rtes. 5 & 15 (Berlin Tpke.) Go South on Rtes. 5 & 15 approximately 6.5 miles. (Landmark: We are one mile south of McDonald's, we are across the street from Bond Dinettes and Lenscrafters.) At the 1st set of traffic lights take a left into the CONNDOT HQ driveway and then another left to The Training & Staff Development Center.

From the South:

I-91 North to exit #22 to Rte. 9 North then take exit #21 to Rtes 5 & 15 North (Berlin Tpke.) Go North on Rtes 5 & 15 for approx. 3 miles (landmark: LOWES Home Improvement Center & Outback steakhouse will be on your right. You will come to an intersection Bertucci's on you left. Walgreen's will be on your right. Proceed through light and Take the 2nd entrance on your right into the DOT Administration Building and then another left to The Training & Staff Development Center.

From the East:

I-84 West take exit # 57 to Rtes. 5 & 15 (Berlin Tpke.) south for approx. 9.5 miles. (Landmark: We are one mile south of McDonald's; we are across the street from Bond Dinettes and Lenscrafters.) At the 1st set of traffic lights following Bond Dinettes and Lenscrafters, take a left into the CONNDOT Administration Building driveway and then another left to The Training & Staff Development Center.

From the West:

I-84 East to exit #52 to I-91 South. I-91 South to exit #28 to Rtes. 5 & 15 (Berlin Tpke.) Go South on Rtes. 5 & 15 approximately 6.5 miles. (Landmark: We are one mile south of McDonald's; we are across the street from Bond Dinettes and Lenscrafters.) At the 1st set of traffic lights take a left into the CONNDOT HQ driveway and then another left to The Training & Staff Development Center

Parking Information:

Available and Free