



**GRIFFIN-HAMMIS ASSOCIATES**

*Educate, Demonstrate, Change, Sustain™*

**CONSULTATIVE EMPLOYMENT SUPPORT PLAN**

Instructions: This form is used to capture the major task steps of each job or project. The recorder should pay particular attention to how the tasks are typically performed, any accommodations, technology or specialized training strategies that should be employed with the new employee. The tasks sets are to be recorded as “projects” so that a discrete training format can be established for each.

Name of Worker:	Date initiated/Date Completed:     /
Company:	Contact Person/Supervisor:
Phone/E-mail:	Person completing CES Plan:
Job Title:	
Work Hours/Days per Week:	
Pay Rate/Benefits:	
Comments/Considerations:	

**Culture of the Company**

Record observations regarding the rites and rituals of the company: e.g. dress code, commonly used language and slang that may be helpful to understand, work hours, break times & lunch behavior, initiation rituals for new hires, social interactions, car-pooling, et al.

### Major Job Projects

List all the major job projects in the order that they are to be performed. Indicate whether the job task represents a core or episodic routine, and how often they are to be performed.

Core Routines:

Episodic Routines:

Task One Description:

Tools Required:

Task Steps/Method:

Quality Measures/Criterion:

Speed & Accuracy Considerations (including average expected time to complete the task):

Who Will Teach? (Natural Instructors/Supervision):

How We Will Support Teaching/Training:

Task Two Description:

Tools Required:

Task Steps/Method:

Quality Measures/Criterion:

Speed & Accuracy Considerations (including average expected time to complete the task):

Who Will Teach? (Natural Instructors/Supervision):

How We Will Support Teaching/Training:

Discussion Notes and Recommendations: