



Tool 4.1

Workplace Supports Plan

This worksheet informs the partners on the action steps and communication needed for the new employee to be successful in the workplace. Identify each support to be implemented. Plan for the supports implementation, including strategies, responsibilities, and timelines. Use the last two columns to document any costs associated with the support and the source of the pay for the support. Complete this tool as you determine the types and frequency of supports needed for this individual to do the job successfully. Be sure to include the development of a natural support that supports this person in the workplace. Remember natural supports are not just having supports provided by a co-worker, they can include the use of technology or services available to the other employees. Also be sure to include a support strategy to fade supports over time.

New Employee Name:

Date Plan Developed:

Plan Review Dates:

Contact Information

Employer/Company Name:

Employer Consultant Name:

Company Address:

Phone Number:



Why are supports needed?	Who needs the supports?	What are the strategies for implementation?	Who is responsible?	What are dates to begin implementation?	What is the schedule of visits?	What is the cost of supports?	What is the payment source?
	<input type="checkbox"/> New employee <input type="checkbox"/> Employer <input type="checkbox"/> Co-Workers <input type="checkbox"/> Family						
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Notes:

Plan to Fade Supports: