

	Q2		Q3				Q4			Q1			Q2	
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
See "SOP - Opening Ceremony" (If applicable)														
See "SOP - Preparation Tasks for Job Coaches"														
Placements – See "SOP - Steps to set up a placement"														
See "SOP – Intern Review Form"														
See "SOP - Placement Testimonial"														
Christmas Market Planning (site specific)														
Christmas Market														
Inform departments of upcoming holidays (2 weeks before hand)														
See "SOP – Newsletter"														
Taster Morning See SOP "EmployAbility Taster Day"														
Graduation Ceremony See SOP "Graduation Ceremony"														
Apply for Jobs														
Acquire a job														