

Thomas Allen, Inc.
Orientation Schedule -
Session 1

Date	Day	Time
January 4	Wednesday	11:00a-5:30p
January 11	Wednesday	2:30p-9:00p
January 17	Tuesday	9:30a-4:00p
January 25	Wednesday	9:30a-4:00p
January 31	Tuesday	11:00a-5:30p
February 8	Wednesday	2:30p-9:00p
February 15	Wednesday	9:30a-4:00p
February 21	Tuesday	9:30a-4:00p
February 28	Tuesday	11:00a-5:30p
March 8	Wednesday	2:30p-9:00p
March 14	Tuesday	9:30a-4:00p
March 22	Wednesday	9:30a-4:00p
March 28	Tuesday	11:00a-5:30p
April 5	Wednesday	2:30p-9:00p
April 11	Tuesday	9:30a-4:00p
April 19	Wednesday	9:30a-4:00p
April 25	Tuesday	11:00a-5:30p
May 3	Wednesday	2:30p-9:00p
May 9	Tuesday	9:30a-4:00p
May 17	Wednesday	9:30a-4:00p
May 23	Tuesday	11:00a-5:30p
May 30	Tuesday	2:30p-9:00p
June 7	Wednesday	9:30a-4:00p
June 14	Wednesday	9:30a-4:00p
June 20	Tuesday	11:00a-5:30p
June 28	Wednesday	2:30p-9:00p
July 5	Wednesday	9:30a-4:00p
July 12	Wednesday	9:30a-4:00p
July 18	Tuesday	11:00a-5:30p
July 26	Wednesday	2:30p-9:00p

Thomas Allen, Inc.
Orientation Schedule - Session
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Date	Day	Time
August 2	Wednesday	9:30a-4:00p
August 9	Wednesday	9:30a-4:00p
August 15	Tuesday	11:00a-5:30p
August 23	Wednesday	2:30p-9:00p
August 29	Tuesday	9:30a-4:00p
September 6	Wednesday	9:30a-4:00p
September 13	Wednesday	11:00a-5:30p
September 20	Wednesday	2:30p-9:00p
September 26	Tuesday	9:30a-4:00p
October 4	Wednesday	9:30a-4:00p
October 10	Tuesday	11:00a-5:30p
October 18	Wednesday	2:30p-9:00p
October 24	Tuesday	9:30a-4:00p
November 1	Wednesday	9:30a-4:00p
November 8	Wednesday	11:00a-5:30p
November 15	Wednesday	2:30p-9:00p
November 21	Tuesday	9:30a-4:00p
November 29	Wednesday	9:30a-4:00p
December 6	Wednesday	11:00a-5:30p
December 13	Wednesday	2:30p-9:00p
December 19	Tuesday	9:30a-4:00p
December 27	Wednesday	9:30a-4:00p

Thomas Allen, Inc.
Orientation Schedule – Session
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Date	Day	Time
January 5	Thursday	3:00p – 9:00p
January 19	Thursday	9:00a – 3:00p
February 2	Thursday	3:00p – 9:00p
February 16	Thursday	9:00a – 3:00p
March 1	Wednesday	3:00p – 9:00p
March 16	Thursday	9:00a – 3:00p
March 29	Wednesday	3:00p – 9:00p
April 12	Wednesday	9:00a – 3:00p
April 27	Thursday	3:00p – 9:00p
May 10	Wednesday	9:00a – 3:00p
May 24	Wednesday	3:00p – 9:00p
June 8	Thursday	9:00a – 3:00p
June 22	Thursday	3:00p – 9:00p
July 6	Thursday	9:00a – 3:00p
July 19	Wednesday	3:00p – 9:00p
August 3	Thursday	9:00a – 3:00p
August 16	Wednesday	3:00p – 9:00p
August 30	Wednesday	9:00a – 3:00p
September 14	Thursday	3:00p – 9:00p
September 27	Wednesday	9:00a – 3:00p
October 11	Wednesday	3:00p – 9:00p
October 26	Thursday	9:00a – 3:00p
November 9	Thursday	3:00p – 9:00p
November 22	Wednesday	9:00a – 3:00p
December 7	Thursday	3:00p – 9:00p
December 20	Wednesday	9:00a – 3:00p

Leadership Directives to Consider...

Your ability to retain staff has variables beyond your control. The areas you do have control are where you should place your energy... listening to others, valuing their input and treating ALL of your staff with the utmost respect.

Integrity, Positive Communication, Technical Skills and Empathy... hone these skills well! Never miss an opportunity to be the BEST version of your authentic self. Outside of work is where you construct the building blocks of your own humanity. Choose carefully who, what and where you spend your valuable time. This not only impacts your personal life it flows over into your professional life as well.

Each time you speak with or about a person, send an email or a text... the receiver learns VOLUMES about you! How you treat people in general, has little to do with the actual person.