

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.