

**Thomas Allen, Inc.**  
**Orientation Schedule – Session I**  
**2019**

<b>Date</b>	<b>Day</b>	<b>Time</b>
January 2	Wednesday	9:30a – 4:00p
January 9	Wednesday	11:00a – 5:30p
January 15	Tuesday	2:30p – 9:00p
January 23	Wednesday	9:30a – 4:00p
January 29	Tuesday	9:30a – 4:00p
February 6	Wednesday	11:00a – 5:30p
February 12	Tuesday	2:30p – 9:00p
February 19	Tuesday	9:30a – 4:00p
February 26	Tuesday	9:30a – 4:00p
March 6	Wednesday	11:00a – 5:30p
March 12	Tuesday	2:30p – 9:00p
March 20	Wednesday	9:30a – 4:00p
March 26	Tuesday	9:30a – 4:00p
April 3	Wednesday	11:00a – 5:30p
April 9	Tuesday	2:30p – 9:00p
April 17	Wednesday	9:30a – 4:00p
April 23	Tuesday	9:30a – 4:00p
May 1	Wednesday	11:00a – 5:30p
May 8	Wednesday	2:30p – 9:00p
May 15	Wednesday	9:30a – 4:00p
May 21	Tuesday	9:30a – 4:00p
May 28	Tuesday	11:00a – 5:30p
June 5	Wednesday	2:30p – 9:00p
June 12	Wednesday	9:30a – 4:00p
June 19	Wednesday	9:30a – 4:00p
June 25	Tuesday	11:00a – 5:30p
July 3	Wednesday	2:30p – 9:00p
July 10	Wednesday	9:30a – 4:00p
July 17	Wednesday	9:30a – 4:00p
July 23	Tuesday	11:00a – 5:30p

**Thomas Allen, Inc.**  
**Orientation Schedule – Session I cont.**  
**2019**

<b>Date</b>	<b>Day</b>	<b>Time</b>
July 30	Tuesday	2:30p-9:00p
August 7	Wednesday	9:30a-4:00p
August 14	Wednesday	9:30a-4:00p
August 20	Tuesday	11:00a-5:30p
August 27	Tuesday	2:30p-9:00p
September 4	Wednesday	9:30a-4:00p
September 11	Wednesday	9:30a-4:00p
September 18	Wednesday	11:00a-5:30p
September 24	Tuesday	2:30p-9:00p
October 2	Wednesday	9:30a-4:00p
October 9	Wednesday	9:30a-4:00p
October 15	Tuesday	11:00a-5:30p
October 22	Tuesday	2:30p-9:00p
October 29	Tuesday	9:30a-4:00p
November 6	Wednesday	9:30a-4:00p
November 13	Wednesday	11:00a-5:30p
November 19	Tuesday	2:30p-9:00p
November 26	Tuesday	9:30a-4:00p
December 4	Wednesday	9:30a-4:00p
December 10	Tuesday	11:00a-5:30p
December 17	Tuesday	2:30p-9:00p
December 31	Tuesday	9:30a-4:00p

**First Aid Classes:** If you or your current staff are registering to update your CPR or 1<sup>st</sup> Aid certificate, you can email Administrative Support (up to 2 days before the class begins) or call 651.450.1802 between the hours of 8a-4:30p.

**To register for Session 1, Session 2 or Medication Administration classes, make sure to mark these dates on your Payroll Staff Change Notice. (PSCN)** This lets the HR Specialist know the dates your newly hired staff plans to attend these classes. **If you indicate these classes on the *Personnel Status Change Notice* (PSCN) 4 days ahead of time, you will NOT need to contact the HR Assistant.**

Case Management, Guardianship, Maintenance, HR, IT and Finance do NOT need to register for Session 2 or Medication Administration classes.

<b>Breakdown of Session 1 Schedule</b>			
<b>Session 1 Times</b>	HR Paperwork	First Aid	Other Subjects: VA, Med. Admin, Safe Transportation and Positive Support Strategies
<b>9:30a-4:00p</b>	9:30am-10:30a	10:30a-12:30p	12:30p-4:00p
<b>11:00a-5:30p</b>	11:00am-12:00p	12:00pm-2:00p	2:00p-5:30p
<b>2:30p-9:00p</b>	2:30pm-3:30p	3:30pm-5:30p	5:30p-9:00p

Note: All portions of Session 1 are **required**.

**Thomas Allen, Inc.**  
**Orientation Schedule – Session 2**  
**2019**

<b>Date</b>	<b>Day</b>	<b>Time</b>
January 3	Thursday	9:00a – 3:00p
January 16	Wednesday	3:00p – 9:00p
January 31	Thursday	9:00a – 3:00p
February 13	Wednesday	3:00p – 9:00p
February 27	Wednesday	9:00a – 3:00p
March 14	Thursday	3:00p – 9:00a
March 27	Wednesday	9:00a – 3:00p
April 11	Thursday	3:00p – 9:00p
April 25	Thursday	9:00a – 3:00p
May 9	Thursday	3:00p – 9:00p
May 22	Wednesday	9:00a – 3:00p
June 6	Thursday	3:00p – 9:00p
June 20	Thursday	9:00a – 3:00p
July 11	Thursday	9:00a – 3:00p
July 24	Wednesday	3:00p – 9:00p
August 8	Thursday	9:00a – 3:00p
August 21	Wednesday	3:00p – 9:00p
September 5	Thursday	9:00a – 3:00p
September 19	Thursday	3:00p – 9:00p
October 3	Thursday	9:00a – 3:00p
October 16	Wednesday	3:00p – 9:00p
October 30	Wednesday	9:00a – 3:00p
November 14	Thursday	3:00p – 9:00p
November 27	Wednesday	9:00a – 3:00p
December 12	Thursday	3:00p – 9:00p

**Points to Ponder...**

*An agency's culture resides in the heart and soul of the people who work for the company.*

*It is not our differences that divide us. It is our inability to recognize and appreciate those differences that lead us to discontent.*

*Perfect people do not exist. Imperfect people embarking on a humanistic journey are all around us.*

*Recognize the strengths and abilities of your colleagues. Give credit where the credit is due!*