

Thomas Allen, Inc.
Orientation Schedule – Session I
2019

Date	Day	Time
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

Date	Day	Time
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 1st 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.

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

Date	Day	Time
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!