

**Thomas Allen, Inc.**  
**Orientation Schedule – Session I**  
**2018**

<b>Date</b>	<b>Day</b>	<b>Time</b>
January 3	Wednesday	2:30p-9:00p
January 10	Wednesday	9:30a-4:00p
January 16	Tuesday	9:30a-4:00p
January 24	Wednesday	11:00a-5:30p
January 30	Tuesday	2:30p-9:00p
February 7	Wednesday	9:30a-4:00p
February 13	Tuesday	9:30a-4:00p
February 21	Wednesday	11:00a-5:30p
February 27	Tuesday	2:30p-9:00p
March 7	Wednesday	9:30a-4:00p
March 13	Tuesday	9:30a-4:00p
March 21	Wednesday	11:00a-5:30p
March 27	Tuesday	2:30p-9:00p
April 4	Wednesday	9:30a-4:00p
April 10	Tuesday	9:30a-4:00p
April 18	Wednesday	11:00a-5:30p
April 24	Tuesday	2:30p-9:00p
May 2	Wednesday	9:30a-4:00p
May 8	Tuesday	9:30a-4:00p
May 16	Wednesday	11:00a-5:30p
May 22	Tuesday	2:30p-9:00p
May 30	Wednesday	9:30a-4:00p
June 6	Wednesday	9:30a-4:00p
June 12	Tuesday	11:00a-5:30p
June 19	Tuesday	2:30p-9:00p
June 27	Wednesday	9:30a-4:00p
July 3	Tuesday	9:30a-4:00p
July 10	Tuesday	11:00a-5:30p
July 17	Tuesday	2:30p-9:00p
July 25	Wednesday	9:30a-4:00p

**Points to Ponder...**

*Supervising others is more about integrity, respect, self/other awareness, forgiveness and empathy. These soft skills combined with technical skills MAKE you a supervisor WORTHY of leading people!*

*Next time there is a miscommunication, try this... “Help me understand... from this day forward, let’s try this new system’s approach, etc.” When you learn that miscommunication is a NORMAL part of understanding others, you can forgive your own part of the communication error, without ever placing blame on others!*

*When you act and respond respectfully towards others –people are MORE likely to forgive you. Human beings are the most fallible animals on earth due to their abstract reasoning abilities.*

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**Orientation Schedule – Session I cont.**  
**2018**

<b>Date</b>	<b>Day</b>	<b>Time</b>
July 31	Tuesday	9:30a-4:00p
August 8	Wednesday	9:30a-4:00p
August 14	Tuesday	11:00a-5:30p
August 21	Tuesday	2:30p-9:00p
August 28	Tuesday	9:30a-4:00p
September 5	Wednesday	9:30a-4:00p
September 12	Wednesday	11:00a-5:30p
September 19	Wednesday	2:30p-9:00p
September 25	Tuesday	9:30a-4:00p
October 3	Wednesday	9:30a-4:00p
October 9	Tuesday	11:00a-5:30p
October 16	Tuesday	2:30p-9:00p
October 23	Tuesday	9:30a-4:00p
October 31	Wednesday	9:30a-4:00p
November 7	Wednesday	11:00a-5:30p
November 14	Wednesday	2:30p-9:00p
November 20	Tuesday	9:30a-4:00p
November 27	Tuesday	9:30a-4:00p
December 5	Wednesday	11:00a-5:30p
December 11	Tuesday	2:30p-9:00p
December 18	Tuesday	11:00a-5:30p
December 26	Wednesday	2:30p-9:00p