

Thomas Allen, Inc.
Orientation Schedule – Session 2
2018

Date	Day	Time
January 4	Thursday	3:00p – 9:00p
January 17	Wednesday	9:00a – 3:00p
February 1	Thursday	3:00p – 9:00p
February 14	Wednesday	9:00a – 3:00p
March 1	Thursday	3:00p – 9:00p
March 14	Wednesday	9:00a – 3:00p
March 29	Thursday	3:00p – 9:00p
April 11	Wednesday	9:00a – 3:00p
April 26	Thursday	3:00p – 9:00p
May 9	Wednesday	9:00a – 3:00p
May 24	Thursday	3:00p – 9:00p
June 7	Thursday	9:00a – 3:00p
June 20	Wednesday	3:00p – 9:00p
July 11	Wednesday	9:00a – 3:00p
July 26	Thursday	3:00p – 9:00p
August 9	Thursday	9:00a – 3:00p
August 22	Wednesday	3:00p – 9:00p
September 6	Thursday	9:00a – 3:00p
September 20	Thursday	3:00p – 9:00p
October 4	Thursday	9:00a – 3:00p
October 17	Wednesday	3:00p – 9:00p
November 1	Thursday	9:00a – 3:00p
November 15	Thursday	3:00p – 9:00p
November 28	Wednesday	9:00a – 3:00p
December 13	Thursday	3:00p – 9:00p
December 27	Thursday	9:00a – 3:00p

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.