

## Welcome Letter

Welcome to Project Management Training!

We hope this training proves to be one of the most productive and beneficial programs in your professional development path; we appreciate the investment your dealer is making in your career growth.

This Welcome Site provides the following resources:

- **Onboarding To-Dos:** Here you will find a few quick and easy tasks needing completion prior to the start of class. In particular, we'd appreciate if you would immediately accept the invite to join Microsoft Teams, which will arrive shortly via email from Tracey Lewis, Solomon Coyle's Education Program Specialist. Next, we ask that you take the "Get to Know You" survey. The link to the survey is on the "Onboarding To-Dos" page and should take only a minute or two to complete.
- **Class Schedule:** In the next few days you will receive an invitation to accept all class session dates in Teams. We encourage you to add these to your personal calendar as soon as possible to avoid schedule conflicts.
- **Curriculum Overview & Lesson Plans:** You may have read over this information when you registered for the course. Taking another quick look at the program overview will refresh you on the key points and prompt questions you may want to ask. We highly encourage participation in all class sessions!
- **Class Resources:** All course materials, such as recordings, workbooks, handouts, checklists and other tools will be accessible in Teams. All materials will be available for 30 days after the final class.

Also, one last thing: please ensure our emails are delivered to your inbox by adding [@solomoncoyle.com](mailto:@solomoncoyle.com) to your approved sender list.

We look forward to working with you!



**David Solomon**  
Founder



**Paul Holland**  
Managing Principal

Learn how we can help you.

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