

# Employee & Organizational Development

Division of Human Resources  
 1700 Lomas Blvd NE, Suite 1200 277.1555  
<http://hr.unm.edu/eod/> MSC01 1222

## January 2012

TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
New Employee Orientation 2.0 8:00 – 5:00	UNM Retirement Process: An Overview 10:00 - 12:00 Banner Workshop for Advisors 1:00 - 4:30	I want to retire - NOW 12:00 - 1:00 New User Budget Planner Year-end Projections Overview 2:00 - 4:00	Travel Per Diem Update 8:30 - 10:30	13
Martin Luther King Day 16	New Employee Orientation 2.0 8:00 – 5:00	Leading Productive Teams 9:00 - 12:00 ERB Retirement 101 10:00 - 11:30 Budget Planner Year-End Projection Working Sesssion 9:30 - 11:30	Travel Per Diem Update 8:30 - 10:30 LOBO Trax Degree Audit 9:00 - 10:00	20
New Employee Orientation 2.0 8:00 – 5:00	Travel Per Diem Update 8:30 - 10:30 Budget Planner Year-End Projection Working Sesssion 1:30- 3:30	25	Discover Your DISC Behavioral Style 9:00 - 12:00 Banner Workshop for Advisors 9:00 - 12:30	27
New Employee Orientation 2.0 8:00 – 5:00	Setting the Direction 1:00 - 5:00 pm	Go to Learning Central to REGISTER, WITHDRAW, or ADD/ REMOVE items from your Learning Plan. EOD Cancellation Policy: please withdraw 48-hours prior to the class to avoid a \$25 administrative fee. For parking details, upcoming workshops, and other current events at EOD, please visit our Website at <a href="http://hr.unm.edu/eod/">http://hr.unm.edu/eod/</a>		

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## 2011 Performance Review Information

The 2011 Performance Review cycle is upon us. It is time to begin developing self-assessments and scheduling performance discussions. The 2011 Performance Reviews are due to Human Resources by March 1, 2012.

The 2011 Performance Review Form has been revised. Based on feedback from UNM employees, the form has been simplified without losing the integrity or intent of the Performance Review process. Take a minute to learn more: [Gotta Minute - Performance Review Form](#).

Two online courses were created to support staff and managers. They are:

Performance Review for Staff  
Conducting a Performance Review (for Managers)

These courses will cover all aspects of the performance review process and how to complete the form.

Access this training in [Learning Central](#) - Subject Area: Human Resources.

## Passport to Leadership Certification

Are you currently in a leadership role? Do you have employees who report directly to you and rely on your guidance and direction? Are you searching for resources to continue to build your leadership skills and network with other University of New Mexico leaders?

The Passport to Leadership Certification provides tools and techniques to enhance your leadership skills. The curriculum for the certification is a self-paced, personalized, practical development program designed for newly hired, newly promoted, and current managers at UNM. The certification classes are offered through Learning Central, so participants can take classes based on their schedule.

The following are comments about the program from Passport to Leadership participants:

*“As a result of the program as a whole, I’ve gained valuable insight, perspective, and tools to use in my position as a manager.”*

*“The UNM Passport to Leadership Certification Program provides a customizable program of courses, with opportunities for interacting and exchanging ideas with other UNM leaders”*

*“I was attracted to this selection of classes because it was geared towards current leaders at UNM. I feel more empowered by the Leadership series and for that I say “THANK YOU!!”*

Make plans now to join the many UNM leaders who have completed the Passport to Leadership Certification. To learn more, please visit the [Passport to Leadership Certification Program](#) page on the HR website or contact EOD at 277-1555.