

Employee & Organizational Development

Division of Human Resources
 1700 Lomas Blvd NE, Suite 1200
 MSC01 1222 277.1555

August 2018

Monday	Tuesday	Wednesday	Thursday	Friday
		Department Time Entry 8:30 - 12:00 1	2	7 Habits of Highly Effective People (3-Part Course) 8:30 - 4:00 3
Lobo U - New Employee Orientation 8:30 - 12:10 6	7	8	9	Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:30 10
Lobo U - New Employee Orientation 8:30 - 12:10 13	Purchasing Process for Departments Lab 8:30 - 12:00 14	LoboTime Time Manager/Supervisor 9:00 - 11:30 Retirement 101 with NMERB 10:30 - 12:00 15	16	17
Lobo U - New Employee Orientation 8:30 - 12:10 20	21	22	23	24
Lobo U - New Employee Orientation 8:30 - 12:10 27	Employee Life Cycle Management Workshop 8:30 - 3:30 28	29	Purchasing & A/P Policies & Procedures 2:00 - 4:30 30	Banner General Person Certification 8:30 - 5:00 31

TRAINING