# Employee & Organizational Development

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

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<th>Monday</th>
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| Lobo U - New Employee Orientation 8:30 - 12:10 | Purchasing Process for Departments Lab 8:30 - 12:00 | Department Time Entry 8:30 - 12:00 | 7 Habits of Highly Effective People (3-Part Course) 8:30 - 4:00 | Banner Workshop for Advisors 9:30 - 12:30  
LoboAchieve for Staff 1:00 - 3:30 |
| Lobo U - New Employee Orientation 8:30 - 12:10 | Purchasing Process for Departments Lab 8:30 - 12:00 | LoboTime Time Manager/Supervisor 9:00 - 11:30  
Retirement 101 with NMERB 10:30 - 12:00 | Purchasing & A/P Policies & Procedures 2:00 - 4:30 | Banner General Person Certification 8:30 - 5:00 |
| Lobo U - New Employee Orientation 8:30 - 12:10 | Employee Life Cycle Management Workshop 8:30 - 3:30 |                                             |                                              |                                             |

**August 2018**