### Employee & Organizational Development

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

#### December 2016

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<th>Monday</th>
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| Go to Learning Central to REGISTER, WITHDRAW, or ADD/REMOVE items from your Learning Plan. EOD Cancellation Policy: A $25 administrative fee will be applied to all cancellations occurring within 48 hours of the session. Please cancel 48 hours or more in advance to avoid this fee. For parking details, upcoming workshops, and other current events at EOD, visit our website. | LoboTime Time Manager/Supervisor Training  
9:00 - 11:30  
ABC’s of ERB - Your Educational Retirement Board Benefits  
10:00 - 11:30 | Purchasing Process for Departments Lab  
8:30 - 12:00  
Everything DiSC Management  
1:00 - 4:30  
UNMJobs Department Originator Training Staff  
1:15 - 3:30 | Engaging and Retaining Talent  
12:30 - 4:30 | Banner General Person Certification  
9:00 - 5:00 |

| Lobo U - New Employee Orientation  
8:00 - 1:00  
Department Time Entry  
8:30 - 12:00 | Employee Life Cycle Management Workshop  
8:30 - 4:30 | Get Savvy about Social Security  
12:30 - 2:00 | Purchasing & A/P Policies & Procedures  
8:30 - 11:00  
Civil Rights at Work at UNM  
1:00 - 5:00 | Banner Workshop for Advisors  
9:30 - 12:00  
LoboAchieve for Staff  
1:00 - 3:00 |

| Lobo U - New Employee Orientation  
8:00 - 1:00 |                            |                            |                                    | Winter Break  UNM Closed |
| Winter Break  UNM Closed |                            |                            |                                    | Winter Break  UNM Closed |

**Winter Break**  
**UNM Closed**