# Employee & Organizational Development

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

## December 2017

<table>
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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. |
| Lobo U - New Employee Orientation  
8:30 - 12:10 | Preventing Sexual Harassment in Your Workplace  
10:00 - 12:00 | Civil Rights at Work at UNM  
8:00 - 12:00  
Department Time Entry  
8:30 - 12:00  
Everything DiSC Management  
1:00 - 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 | LoboTime Time Manager/Supervisor  
9:00 - 11:30  
Retirement 101 with NMERB  
10:30 - 12:00 | Purchasing Process for Departments Lab  
8:30 - 12:00 |
| Lobo U - New Employee Orientation  
8:30 - 12:10 | Purchasing & A/P Policies & Procedures  
2:00 - 4:30 | Basics of Social Security  
1:00 - 2:00 | Winter Break UNM Closed |
| Winter Break UNM Closed | Winter Break UNM Closed | Winter Break UNM Closed | Winter Break UNM Closed | Winter Break UNM Closed |