

# Employee & Organizational Development

Division of Human Resources  
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## December 2018

Monday	Tuesday	Wednesday	Thursday	Friday
Lobo U - New Employee Orientation 8:30 - 12:10		Customer Care: A Service YOU Provide 8:30 - 11:30 Department Time Entry 8:30 - 12:00		Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:00
Lobo U - New Employee Orientation 8:30 - 12:10	Employee Life Cycle Management Workshop 8:30 - 3:30	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 Retirement 101 with NMERB 10:30 - 12:00	Purchasing Process for Departments Lab 8:30 - 12:00 Project Management Essentials for the Unofficial Project Manager 8:30 - 5:00	
Lobo U - New Employee Orientation 8:30 - 12:10	Purchasing & A/P Policies & Procedures 2:00 - 4:30			Winter Break UNM Closed
Winter Break UNM Closed	Winter Break UNM Closed	Winter Break UNM Closed	Winter Break UNM Closed	Winter Break UNM Closed

TRAINING

Winter Break  
UNM Closed

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](#).