

Employee & Organizational Development

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

TRAINING

December

Monday	Tuesday	Wednesday	Thursday	Friday
Lobo U - New Employee Orientation 8:30 - 12:20 2	Department Time Entry 8:30 - 12:00 3	Discover your DISC Behavioral Style Workshop 8:30 - 11:30 4	Banner Workshop for Advisors 9:30 - 12:00 5	LoboAchieve for Staff 1:00 - 3:00 6
Lobo U - New Employee Orientation 8:30 - 12:20 9	Employee Life Cycle Management Workshop 8:30 - 3:30 The UNM Retirement Process: An Overview 10:00 - 12:30 10	I want to retire - NOW 12:00 - 1:30 11	Understanding Medicare 1:30 - 3:00 12	Banner General Person Certification 8:30 - 5:00 13
Lobo U - New Employee Orientation 8:30 - 12:20 16	Purchasing Process for Departments Lab 8:30 - 12:30 17	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 18	Purchasing & A/P Policies & Procedures 2:00 - 4:30 19	20
Winter Break UNM Closed 23	Winter Break UNM Closed 24	Winter Break UNM Closed 25	Winter Break UNM Closed 26	Winter Break UNM Closed 27
Winter Break UNM Closed 30	Winter Break UNM Closed 31	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 .		