# Employee & Organizational Development

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

**February 2017**

<table>
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<th>Monday</th>
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| **Lobo U - New Employee Orientation** 8:00 - 12:00 | Mastering the Change Curve 8:00 - 12:00  
Purchasing & A/P Policies & Procedures 8:30 - 12:00 | Department Time Entry 8:30 - 12:00  
Civil Rights at Work at UNM 1:00 - 5:00 | Banner Workshop for Advisors 9:30 - 12:30  
LoboAchieve for Staff 1:00 - 3:30 | **1**                       |
| **Lobo U - New Employee Orientation** 8:00 - 12:00 | Retirement 101 with NMERB 10:30 - 12:00  
Are You “Well” Aware?... Tips for a healthier you! 8:30 - 11:30  
Purchasing Process for Departments Lab 8:30 - 12:00 | **2**                       | Preven**t**ing Sexual Harassment in Your Workplace 8:30 - 10:30 | **3**                       |
| **Lobo U - New Employee Orientation** 8:00 - 12:00 | Get Savvy about Social Security 8:30 - 10:00  
Purchasing & A/P Policies & Procedures 2:00 - 4:30 | LoboTime Time Manager/Supervisor 9:00 - 11:30  
Emotional Intelligence in the Workplace 10:00 - 12:00 | **4**                       | **5**                       |
| **Lobo U - New Employee Orientation** 8:00 - 12:00 | | | **6**                       | **7**                       |

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](#).