

# Employee & Organizational Development

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

## January

Monday

Tuesday

Wednesday

Thursday

Friday

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](#).

LoboAchieve for Staff  
1:00 - 3:00

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3

Lobo U - New Employee  
Orientation  
8:30 - 12:20

6

7

Department Time Entry  
8:30 - 12:00

8

Understanding  
Medicare  
1:30 - 3:00

9

Banner General  
Person Certification  
8:30 - 5:00

10

Banner Workshop  
for Advisors  
9:30 - 12:00

Lobo U - New Employee  
Orientation  
8:30 - 12:20

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The UNM Retirement  
Process: An Overview  
10:00 - 12:30

14

I want to retire - NOW  
12:00 - 1:30  
MyReports Finance  
Guided Ad Hoc Training  
8:30-10:30

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17

Martin Luther King  
UNM Closed

20

Lobo U - New Employee  
Orientation  
8:30 - 12:20

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LoboTime Time  
Manager/Supervisor  
Training  
1:00 - 3:30

22

Discover your DISC  
Behavioral Style  
Workshop  
8:30 - 11:30

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Lobo U - New Employee  
Orientation  
8:30 - 12:20

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Mastering the Art  
of Communication  
8:30 - 11:30

28

Building Bridges Across  
Generations at Work  
8:30 - 12:00

29

Project Management  
Essentials for the  
Unofficial Project  
Manager  
9:00 - 5:00

30

Purchasing & A/P  
Policies & Procedures  
2:00 - 4:30

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TRAINING