

# Employee & Organizational Development

Division of Human Resources  
 1700 Lomas Blvd NE, Suite 1200  
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## May 2018

| Monday   | Tuesday  | Wednesday   | Thursday  | Friday   |
|--|--|---|---|--|
|  | 1  | 2<br>Department Time Entry<br>8:30 - 12:00                  | 3<br>Purchasing & A/P<br>Policies & Procedures<br>2:00 - 4:30   | 4<br>Banner Workshop<br>for Advisors<br>9:30 - 12:30<br>LoboAchieve for Staff<br>1:00 - 3:00 |
| 7<br>Lobo U - New Employee<br>Orientation<br>8:30 - 12:10  | 8  | 9<br>LoboTime Time<br>Manager/Supervisor<br>9:00 - 11:30    | 10<br>Discover your DISC<br>Behavioral Style<br>Workshop<br>8:30 - 11:30  | 11   |
| 14<br>Lobo U - New Employee<br>Orientation<br>8:30 - 12:10 | 15<br>Project Management<br>Essentials for the<br>Unofficial Project<br>Manager<br>8:30 - 5:00 | 16<br>Mastering the Art<br>of Communication<br>8:30 - 11:30 | 17<br>Strategies for<br>Influencing Others<br>8:30 - 12:30<br>5 Choices for<br>Extraordinary<br>Productivity<br>8:30 - 5:00 | 18   |
| 21<br>Lobo U - New Employee<br>Orientation<br>8:30 - 12:10 | 22<br>Purchasing & A/P<br>Policies & Procedures<br>2:00 - 4:30                                 | 23<br>Retirement 101<br>with NMERB<br>10:30 - 12:00         | 24  | 25   |
| 28<br>Memorial Day<br>UNM Closed                           | 29<br>Lobo U - New Employee<br>Orientation<br>8:30 - 12:10                                     | 30  | 31  |  |

TRAINING