

# Employee & Organizational Development

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

## November 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Go to <a href="#">Learning Central</a> 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 <a href="#">our website</a>.</p>			1	<p>Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:30</p> <p>2</p>
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>5</p>	<p>Changing Perspectives of Time Management 8:30 - 11:30 E-Mail Correspondence 2:00 - 4:00</p> <p>6</p>	<p>Retirement 101 with NMERB 10:30 - 12:00</p> <p>7</p>	8	9
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>12</p>	<p>The UNM Retirement Process: An Overview 10:00 - 12:30</p> <p>13</p>	<p>LoboTime Time Manager/Supervisor 9:00 - 11:30</p> <p>14</p>	<p>Purchasing Process for Departments Lab 8:30 - 12:00</p> <p>15</p>	16
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>19</p>	20	21	<p>Observed Holiday Thanksgiving UNM Closed</p> <p>22</p>	<p>UNM Closed</p> <p>23</p>
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>26</p>	27	28	<p>Discover your DISC Behavioral Style Workshop 8:30 - 11:30 Purchasing &amp; A/P Policies &amp; Procedures 2:00 - 4:30</p> <p>29</p>	<p>Banner General Person Certification 8:30 - 5:00</p> <p>30</p>

TRAINING