

Employee & Organizational Development

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

October 2018

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|---|-----------|--|
| Lobo U - New Employee Orientation 8:30 - 12:10 1 | 2 | 3 | 4 | Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:30 5 |
| Lobo U - New Employee Orientation 8:30 - 12:10 8 | 9 | Mastering the Art of Communication 8:30 - 11:30 Department Time Entry 8:30 - 12:00 10 | 11 | 12 |
| Lobo U - New Employee Orientation 8:30 - 12:10 Intro to Professional Writing 2:00 - 4:00 15 | Purchasing Process for Departments Lab 8:30 - 12:00 Get Savvy about Social Security 12:30 - 2:00 16 | LoboTime Time Manager/Supervisor 9:00 - 11:30 Retirement 101 with NMERB 10:30 - 12:00 17 | 18 | 19 |
| Lobo U - New Employee Orientation 8:30 - 12:10 22 | Employee Life Cycle Management Workshop 8:30 - 3:30 23 | Understanding Medicare 1:30 - 3:00 24 | 25 | Banner General Person Certification 8:30 - 5:00 26 |
| Lobo U - New Employee Orientation 8:30 - 12:10 29 | Purchasing & A/P Policies & Procedures 2:00 - 4:30 30 | Your Leadership Journey Workshop 8:30 - 12:30 31 | | |

TRAINING