

Employee & Organizational Development

Division of Human Resources
 1700 Lomas Blvd NE, Suite 1200
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October

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|---|--------|
| | Communicating Effectively with Your Supervisor 9:00 - 12:00 Assertiveness for Better Communication 8:30 - 12:00 | | | |
| Lobo U - New Employee Orientation 8:30 - 12:20 | | | Mastering the Art of Communication 8:30 - 11:30 | |
| Lobo U - New Employee Orientation 8:30 - 12:20 | Mindfulness: Embracing the Present in Daily Life 9:00 - 12:00 Email Correspondence 10:00 - 12:00 | | Creative Problem Solving 8:30 - 11:30 | |
| Lobo U - New Employee Orientation 8:30 - 12:20 | Employee Life Cycle Management Workshop 8:30 - 3:30 | LoboTime Time Manager/Supervisor 9:00 - 11:30 | | |
| Lobo U - New Employee Orientation 8:30 - 12:20 | Purchasing Process for Departments Lab 8:30 - 12:30 | Emotional Intelligence in the Workplace 8:30 - 12:00 | Your Leadership Journey Workshop 8:30 - 12:30 Purchasing & A/P Policies & Procedures 2:00 - 4:30 | |

TRAINING