

Employee & Organizational Development

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

September 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Go to Learning Central to REGISTER, WITHDRAW, or ADD/REMOVE items from your Learning Plan. EOD Cancellation Policy: Please withdraw 48 hours prior to the class to avoid a \$25 administrative fee. For parking details, upcoming workshops, and other current events at EOD, visit our website.</p>			1	2
<p>Labor Day UNM Closed</p> <p>5</p>	<p>Lobo U - New Employee Orientation 8:00 - 1:00</p> <p>6</p>	<p>Purchasing Process for Departments Lab 8:30 - 12:00</p> <p>7</p>	<p>Purchasing & A/P Policies & Procedures 8:30 - 11:00 Customer Care: A Service YOU Provide 9:00 - 12:00 Basics of Social Security 12:00 - 1:00</p> <p>8</p>	<p>Building Bridges Across Generations at Work 8:30 - 11:30 Banner Workshop for Advisors 9:30 - 11:30 LoboAchieve for Staff 12:30 - 2:30</p> <p>9</p>
<p>Lobo U - New Employee Orientation 8:00 - 1:00</p> <p>12</p>	<p>Direct Pay Training Lab 1:00 - 5:00</p> <p>13</p>	<p>Department Time Entry 8:30 - 12:00 I Want to Retire - NOW 12:00 - 1:30</p> <p>14</p>	<p>Changing Perspectives of Time Management 9:00 - 12:00</p> <p>15</p>	<p>16</p>
<p>Lobo U - New Employee Orientation 8:00 - 1:00</p> <p>19</p>	<p>Driving Change 8:30 - 12:30 LoboTime Time Manager/Supervisor Training 9:00 - 11:30 Get Savvy about Social Security 12:00 - 1:30</p> <p>20</p>	<p>FLSA Update for Managers/Supervisors 8:30 - 10:00 ABC's of ERB - Your Educational Retirement Board Benefits 9:00 - 10:30 FLSA Update for Employees 10:30 - 12:00</p> <p>21</p>	<p>FLSA Update for Managers/Supervisors 1:00 - 2:30 Mastering the Change Curve 1:00 - 5:00 FLSA Update for Employees 3:00 - 4:30</p> <p>22</p>	<p>FLSA Update for Managers/Supervisors 12:30 - 2:00 FLSA Update for Employees 2:30 - 4:00</p> <p>23</p>
<p>Lobo U - New Employee Orientation 8:00 - 1:00 FLSA Update for Managers/Supervisors 8:30 - 10:00 FLSA Update for Employees 10:30 - 12:00</p> <p>26</p>	<p>UNMJobs Department Originator Training Student 8:30 - 11:30</p> <p>27</p>	<p>28</p>	<p>American with Disabilities Act: An Overview 2:30 - 4:30</p> <p>29</p>	<p>Banner General Person Certification 9:00 - 5:00</p> <p>30</p>

TRAINING