

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



HUMAN RESOURCES

Supervising Employees in Conflict

One of the most frequent issues we see at Ombuds Services for Staff are supervisors that are not sure how to handle situations where they have two or more of their employees in conflict. Employees will often say, “our supervisor tried to mediate us, but it didn’t work” or “our supervisor tried to fix things, but we’re still fighting.”

The Ombuds Services for Staff mission is to promote a culture of constructive conflict management, and we are experienced and skilled professionals whose primary job is to help people identify issues, problem solve, and build trust in the workplace.

If you’re a supervisor with employees in conflict, referring them to Ombuds Services for a one-on-one visit can make a prickly situation blossom into progress and understanding. We encourage you to frame your referral as an act of support as you are providing them with a resource that will help them work through negative and toxic work dynamics. 98% of survey respondents rated their interaction with Ombuds Services as “Very Good,” and 100% said they would recommend Ombuds Services to others!

Instead of trying to “mediate” or “fix” the situation, let Ombuds Services help your employees figure out what they need from you and a way to communicate with you so that the path forward is clearer.

You and your employees can call 505.277.2993 to schedule an appointment. Visit ombudsforstaff.unm.edu for more information.



Ombuds Training

Register for the July Ombuds Training – Crucial Conversations

Page 2

Financial Wellness

What do you need to know about an estate plan?

Page 2

EOD Calendar

See what EOD has to offer this month

Page 3

Employee Wellness

See what Employee Wellness has to offer this month

Page 4

Crucial Conversations - Ombuds Training

Ombuds Services for Staff also offers trainings to help people communicate more effectively. Associate Ombuds, Anne Lightsey, is teaching Crucial Conversations - a 2-day training that teaches skills for communicating when the stakes are high, opinions vary, and emotions run strong.

The training dates are Tuesday, July 17 and Thursday, July 19 from 8:00 am - 5:00 pm. To register or for questions, please contact Edith at mendozae@unm.edu or 505.277.2993. Registration is limited to 16 people.

Financial Wellness March 2018

Why do you need an Estate Plan?

Join TIAA Wealth Management Consultant Denise Lambert as she explains what you need to know about wills, asset ownership, and beneficiary designations. In this session you will:

- Take away questions for your attorney to create an effective estate plan.
- Become familiar with basic documents needed for your plan.
- Prepare for health care and financial decisions if you become incapacitated.
- Evaluate the potential for estate taxes.

See the [event flyer](#) for more details on this free session from 12:00 - 1:00 pm on March 22 and 23, 2018.

MARCH 2018 TRAINING CALENDAR

Employee & Organizational Development

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

TRAINING

March 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
Go to Learning Central 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 our website .			1	7 Habits of Highly Effective People (3-Part Course) 8:30 - 4:00 Banner General Person Certification 8:30 - 5:00
Lobo U - New Employee Orientation 8:30 - 12:10 5	Conflict Management Skills 8:30 - 12:00 6	The UNM Retirement Process: An Overview 10:00 - 12:30 7	I want to retire - NOW 12:00 - 1:30 Intro to Professional Writing 2:00 - 4:00 8	Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:00 9
Lobo U - New Employee Orientation 8:30 - 12:10 12	Department Time Entry 8:30 - 12:00 Speed of Trust Foundations 9:00 - 4:30 13	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 14	Purchasing Process for Departments Lab 8:30 - 12:00 Your Leadership Journey Workshop 8:30 - 12:30 15	16
Lobo U - New Employee Orientation 8:30 - 12:10 19	The UNM Retirement Process: An Overview 10:00 - 12:30 20	I want to retire - NOW 12:00 - 1:30 21	22	23
Lobo U - New Employee Orientation 8:30 - 12:10 26	27	Retirement 101 with NMERB 10:30 - 12:00 28	Communicating for Leadership Success 8:30 - 12:30 Purchasing & A/P Policies & Procedures 2:00 - 4:30 29	Banner General Person Certification 8:30 - 5:00 30

Register via the [Learning Central](#) website
 For more information, contact eod@unm.edu or call 505.277.1555.

Volunteers Needed for National Walking Day in April

National Walking Day is Wednesday, April 4, 2018. Employee Wellness would like you to Walk Out of Work! We are encouraging staff and faculty to become more active. Walking is one of the easiest ways to start becoming more physically active and requires very little additional tools or resources. Each person who participates in the scheduled walks will receive a "I Walked Out on Work" sticker. Be on the lookout for more information.



Employee Wellness is looking for volunteers to be a walking leader in your area, email wellness@unm.edu with your meet up time, location, and time/distance you will be walking for. It's all up to you! We will send volunteers stickers for all participants. For updates, check out our [Facebook](#) page!

30-Minute Boxing Workout

It's time to crush calories with [this boxing workout](#). Milan Costich will coach you on throwing jabs and hooks. You will do some plyo, some planks, and a bunch of core work. No muscle is left untouched in this powerful sweat sesh. Grab a bottle of water, press play, and get ready to punch it out.

If you are interested in more ideas customized for your work group, contact [Employee Wellness](#). We offer a variety of stretching and strength building classes, including Stretch Away Stress and Ergonomic Stretch Breaks. We also sell resistance bands for only \$15.



Stadium Stair Challenge 6-Week Training Sessions

Are you looking for a unique challenge that will raise you into the next level of fitness? If you are tired of running on flat surfaces and don't want to get muddy, Employee Wellness has the next challenge for you! We are hosting the 3rd Annual [Stadium Stair Challenge](#) on April 28, 2018!

Employee Wellness is offering a six-week training course in March and April to include physical fitness and sports nutrition support to help you reach your max fitness potential. Training is only open to UNM benefit eligible employees. Every Tuesday starting March 20th, Employee Wellness's Lauren Lewis, NASM-CPT, will lead training sessions on proper stair climbing technique, offer tips on injury prevention, and motivate you to perform your best! Participants will have access to the Stadium Stair Challenge private Facebook group that will focus on sports nutrition, discussing food choices, and hydration to optimize your training plus MUCH MORE! A certified yoga instructor will lead a yoga session the Tuesday prior to the Challenge to help you focus your energy and facilitate your post-race recovery.

Six-Week Training Course

Who: UNM Benefit Eligible Employees

Where: Johnson Center

When: March 20, 27 and April 3, 10, 17, 24

Time: 12:00 - 1:00 p.m.

Cost: \$80 (tuition remission eligible) Includes Event Day Ticket - Use Promo Code **UNMTR**

On Saturday, April 28, 2018 come walk/jog/run the University Stadium stairs! Register prior to April 11, 2018 to receive a dry fit t-shirt and a tote bag for race day. Prizes for different categories. If you just want to participate in the challenge, sign up [here!](#) Early bird discount rates apply.

For more information visit the [Stadium Stair Challenge website](#).

