

# THE MIND GYM

*the official newsletter of Continuous Improvement & Training*



## May 2024 Training Opportunities for Employees



### Instructor Led Training

#### **Training for HR Department Representatives and Supervisors**

Multiple Dates | [More Info](#)

Choose from training sessions aimed to enhance your understanding of employment, recruitment processes, and the benefits available to employees.

#### **Training for Financial Representatives**

Multiple Dates | [More Info](#)

Join training hosted by the Controller's Office designed to deepen your knowledge of financials.

#### **Introduction to Data at FSU**

May 23 | [More Info](#)

Discover tools to visualize data to answer questions about the university or departments. Tools reviewed include Oracle Business Intelligence, Qualtrics, Excel, Power BI, Salesforce, and more.



### eLearning Courses

#### **Consider signing up for an eLearning course this month.**

The [Training Catalog](#) is an excellent resource for finding university training that employees can access online.

Enroll today and start learning about:


- Business Transactions
- Campus Security
- Faculty Training
- Human Resources
- Student Central

If you have any questions, get in touch with the Training Center at (850) 644-8764 or [training@fsu.edu](mailto:training@fsu.edu).

# Are you sharing your best self at work?



One of the key aspects to success at work is how you present yourself. What you do and say can have a big impact on the way your colleagues see and interact with you. There isn't one correct way to present yourself at work, but some strategies that work better than others.

If you want to learn how to effectively share yourself and your strengths at work, develop positive relationships, and be seen in the best light, participate in our [LinkedIn Learning](#) staff pick. 

- Click the link above to get started. This online training course is 56 minutes, delivered online.
- You may be prompted to sign into LinkedIn Learning with your FSUID and password.

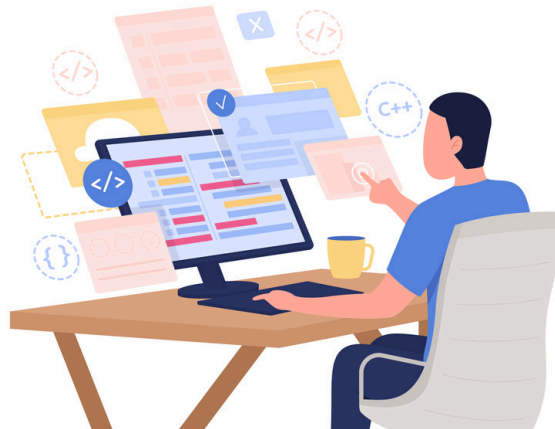
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## Technology Training

Technology is ever-changing! Whether you are a tech expert or novice, FSU's Information Technology Services hosts a wide variety of training to help employees grow their skills.

### Training Topics

- Canvas
- Classroom support
- Cybersecurity
- Department phones
- Drupal
- Google analytics
- Microsoft 365
- myFSU Service Center
- Research computing



Visit <https://its.fsu.edu/help/training> to access the training materials and resources listed above.

Discover additional resources for individual and team learning by visiting the Office of Continuous Improvement and Training website at [hr.fsu.edu/train](http://hr.fsu.edu/train).