Certificate Series

The Office of Training & Organizational Development offers 6 certificate series. Each series is comprised of 3 or more classes that focus on knowledge and skills specific to each series. All classes within a series must be completed within 1 year with the exception of the Advanced Level Leadership Program. To register for a particular series, you must enroll in each class within that series.


*New Classes offered at the Training Center!

Embracing Diversity: Cultivating Respect and Inclusion (CODIV2): The Office of Human Resources delivers unique and interactive diversity training, reaching far beyond race, culture, gender, sensitivity and tolerance. This training course covers an overview to diversity and inclusion, such as history, definitions, and what diversity & inclusion means to FSU. Through interactive activities and videos participants are introduced to the value proposition for diversity—What’s In It For Me…”WII FM”, culture as a framework for understanding diversity, different generations in the workplace, tools on how to handle conflicts and much more.

Criminal History Background Check Process (COCHB1): This course is highly recommended for department representatives and hiring managers, and will provide an overview of when a background check is required, how to request a background check, the background check review process, and associated statutes.

Records Management (CORMT1): This course is highly recommended for individuals who are responsible for managing and maintaining records, including, but not limited to: Records Management Liaison Officers, HR Department Representatives, Financial Department Representatives, Administrative Staff, Office Managers, and IT Professionals. This course is intended to provide an overview of laws and regulations regarding the identification, maintenance, access, and retention of public records (including electronic records management) to ensure FSU’s records management program is compliance with Florida’s Public Records Law.

Managing Intercultural Conflict (CSMIC1): This workshop will introduce participants to various styles of intercultural conflict management and negotiation processes. Participants will learn how to assess their cultural management style in order to be more effective when working across cultures and manage cultural issues successfully.
Introduction to Microsoft Excel 2007 (PDXLS1): This course will cover basic features and functions of Excel 2007. Participants will learn how to: input and manipulate data in a simple spreadsheet, use common formulas and functions, format data, and create simple charts.

Online Train the Trainer (PDTT1): This presentation is for those who conduct classroom training, workshops, and/or orientations. Participants will learn techniques for improving presentation format and delivery. Topics covered include: developing learning objectives, content organization, content development and integrating visual aids.

*To view the full course catalog, please visit the following link: Spring 2013 Schedule of Classes

To register for a class: Log in to OMNI and navigate to: Human Resources 9.1> Self Service > Learning and Development > Request Training Enrollment > Search by Name, Date, or Course Number > View available sessions > Choose a session number > Follow the prompts to submit your request. To view the course description, click on the icon.

To cancel registration: Contact TOD at 850.644.8724.

New Employee Orientation: Employee Cameo
Employees interested in participating on the NEO website should submit the following:

1. A recent photograph (head shot)
2. A brief one or two sentence statement of why you think FSU is a great place to work
3. The name of your department and your length of employment at FSU

“What makes FSU so great is as easy as 1...2...3... 1) I have the opportunity to build healthy professional relationships on and off campus, 2) My hard work coupled with my military experience has led to numerous opportunities within the Office of Human Resources and 3) Because of 1 & 2, my FSU journey brings job satisfaction and a feeling of accomplishments thus building pride and confidence.”

Sandi Anderson
Office of Human Resources
5 years at FSU

Please e-mail the requested information to Megan Darris at mld08j@admin.fsu.edu.

To maximize convenience and accessibility of training for our employees, TOD offers these learning opportunities in classroom, online, and orientation formats. Supervisory approval is required if employees attend a class during their regular work hours, which is then considered time worked. Classes are free of charge to FSU employees.