JUNE 2026

# THE MIND GYM

the official newsletter of Training & Organizational Development

## Upcoming Training Opportunities

### COMPUTER BASED LEARNING

- Browse FSU's **online training courses** available via Canvas
- Find a **LinkedIn Learning** course

### DATA TRAINING

- Excel Basic, June 4
- Fundamentals of Data Handling, June 9
- Using Microsoft Teams, June 16
- Excel Intermediate, June 25
- Oracle BI: Term Statistics, June 30

### FINANCIAL SERVICES TRAINING

- Intro to University Accounting, June 4
- Intermediate University Accounting, June 16
- Travel & Expense, June 17

### STUDENT SYSTEMS TRAINING

- Campus Connect Foundations, June 5 & 26
- Designing & Assessing Outreach Campaigns, June 8
- Campus Connect 101, June 23
- Platform Analytics & Dashboards, June 26

### HUMAN RESOURCES TRAINING

- ADA Workshop, June 4
- The Nole eRecruit Experience, June 5
- eTime for Department Reps, June 10
- Attendance & Leave, June 10
- Compensation Training, June 16
- Records Management, June 16
- Form I-9, Guardian, E-Verify, June 17
- Workers' Compensation, June 17

### PERSONAL DEVELOPMENT

- Team Building, June 24
- Mindfulness, July 14
- Stressed Out, July 31

### CERTIFICATE SERIES

Explore the training certificate series **website** to learn about employee recognition opportunities!

Please visit the **university calendar** to access training descriptions, course numbers, and links to register in the **OMNI HR** Learning & Development portal.

FSU HUMAN RESOURCES

# TRAINING SPOTLIGHT

## Records: What to Keep and What to Throw Away

**June 16, 10:00 a.m. - 11:00 a.m. (Virtual)**

This workshop provides an overview of laws and regulations governing the identification, maintenance, access, and retention of public records—including electronic records—to support FSU's compliance with Florida's Public Records Law. It is recommended for employees who manage records, including Records Management Liaison Officers, HR and Financial Representatives, Administrative Staff, Office Managers, and IT Professionals.

**Registration & Certificate Information**

- This course counts toward the **HR Department Representative Certificate**
- To register, visit **OMNI HR** and search for course number CORMT1
- Contact **training@fsu.edu** or reference the **Training Registration Guide**

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## Gain Skills with LinkedIn Learning

**Did you know?** FSU offers LinkedIn Learning for free to all employees and students! Whether you're looking to sharpen your technical skills, grow as a leader, or explore new areas of interest, LinkedIn Learning has training courses available for everyone.

**Why Use LinkedIn Learning?**

- Learn at your own pace—anytime, anywhere
- Explore topics to enhance your professional skills
- Get personalized course recommendations based on your goals

Take charge of your professional development today! Information on accessing your complimentary **LinkedIn Learning** account, along with additional support, is available through **FSU ITS**.

**Questions?**

Contact Training & Organizational Development at **training@fsu.edu** or (850) 644-8724

FSU HUMAN RESOURCES