

MAY 2026

THE MIND GYM

the official newsletter of Training & Organizational Development

Upcoming Training Opportunities

FINANCIAL SERVICES TRAINING

- Intro to Accounts Payable, May 5
- Understanding Internal Billing, May 6
- Deposit Accounting, May 12
- Intermediate University Accounting, May 13
- Travel & Expense, May 20
- Advanced University Accounting, May 21
- Departmental Ledger Review, May 28

HUMAN RESOURCES TRAINING

- Benefits Briefing Workshop, May 19
- Form I-9, Guardian, E-Verify, May 20
- EAP for Supervisors, May 20
- Criminal History Check Process, May 26

PERSONAL DEVELOPMENT

- Intro to the Green Office Program, May 20 & 22
- Conflict Communication Skills, June 3
- Team Building, June 24

STUDENT SYSTEMS TRAINING

- Campus Connect Foundations, May 1, 8, & 29
- Campus Connect 101, May 6 & 15

CERTIFICATE TRAINING SERIES

These curated training series help employees develop skills and earn formal recognition:

- Academic Advising 101
- All Things Data
- Campus Connect Expert
- Customer Service
- eSPEAR
- Financial Basics
- Financial Administrator
- HR Bootcamp
- HR Department Representative
- Student Coaching Skills

To view individual certificate requirements, visit the HR Training [website](#) or contact us.

Please visit the [university calendar](#) to access training descriptions, course numbers, and links to register in the [OMNI HR](#) Learning & Development portal.

TRAINING SPOTLIGHT

Benefits Briefing: Presented by HR

May 19, 2:00 p.m. - 3:00 p.m. (In-Person)

This workshop provides an overview of the insurance and retirement benefits offered to all FSU employee classifications, to assist Department Representatives and other employees in educating others to make timely, informed decisions.

Participants will learn about:

- New hire benefit selection deadlines
- General plan information
- Retirement eligibility
- Reemployment restrictions



REGISTER FOR TRAINING



- Visit [OMNI HR Request Training Enrollment](#) to register
- Search by course name 'Benefits Briefing Workshop' or number 'BTBEN1'
- Contact training@fsu.edu or reference the [Training Registration Guide](#)

Intro to the Green Office Program

May 20, 3:00 p.m. - 4:30 p.m. (In-Person)

May 22, 9:00 a.m. - 10:30 a.m. (Virtual)

This workshop introduces participants to FSU's Green Office Program and demonstrates how sustainable office practices can reduce waste, conserve resources, and generate cost savings. Participants will learn to define sustainability, evaluate their office using the Green Office checklist, and identify campus resources that support sustainability initiatives through interactive discussion, group activities, and hands-on exercises.



REGISTER FOR TRAINING



- Visit [OMNI HR Request Training Enrollment](#) to register
- Search by course name 'Intro to Green Office Program' or number 'PDGOP1'
- Contact training@fsu.edu or reference the [Training Registration Guide](#)

Questions?

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