

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

- Introduction to Data, 2/26
- Excel Day 2, 2/27
- Power BI Introduction, 3/3
- Power BI Intermediate, 3/5

PERSONAL DEVELOPMENT

- Conflict Communication Skills, 2/9 & 2/17
- Intro to Green Office Program, 2/27
- Mindfulness, 3/17
- Team Building, 3/25
- Burnout: Coping with Stress, 4/17

FINANCIAL SERVICES TRAINING

- Deposit Accounting, 2/10
- Travel & Expense, 2/11
- Introduction to University Accounting, 2/12
- Internal Controls & Fraud, 2/13
- Intermediate University Accounting, 2/17
- Departmental Ledger Review, 2/18

HUMAN RESOURCES TRAINING

- HR Bootcamp I, 2/11
- Equal Opportunity Compliance & Reporting, 2/17
- Form I-9, Guardian, E-Verify, 2/18
- Records Management, 2/18
- Attendance & Leave Policy/Procedures, 2/19
- eTime for Dept Reps & Supervisors, 2/19
- Criminal History Background Check Process, 2/24
- Anti-Sexual Misconduct Workshop, 2/25
- HR Bootcamp II, 3/2

STUDENT SYSTEMS TRAINING

- Designing and Assessing Outreach Campaigns, 2/9
- Platform Analytics and Dashboards, 2/12
- Campus Connect 101, 2/16
- Campus Connect Foundations, 2/20



Questions?

Email: training@fsu.edu
Phone: (850) 644-8724

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

TRAINING SPOTLIGHT

Conflict Communication Skills Training

Conflict is unavoidable. Though it can cause damage if handled poorly, it can strengthen your workplace, your relationships, and your whole organization if handled well. Join this training to learn about different conflict styles, including your own, and practice constructive ways to manage and de-escalate the conflict. This course is part of the Customer Service Certificate.

Upcoming Session Dates:

- February 9 | 9:00 a.m. - 11:00 a.m. (In-Person)
- February 17 | 9:00 a.m. - 11:00 a.m. (Virtual)

Register for Training:



- Visit my.fsu.edu>HR>Learning and Development>Request Training Enrollment
- Search by course name 'Conflict Communication' or number 'PDCCS1'
- Contact training@fsu.edu or reference the [Training Registration Guide](#)

Customer Service Certificate Series

Strengthen your customer service and communication skills!



This series of courses is especially valuable for those in front-facing roles or anyone who regularly interacts with students, colleagues, or the public and wants to build stronger relationships, navigate conflict, and contribute to a positive, service-oriented workplace culture.

Participants will learn how to:

- Cultivate positive relationships with customers
- Communicate in individual and group settings
- Maintain a positive attitude while interacting with others

Certificate

Requirements

Complete the [required training courses](#)!

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