THE MIND GYM

the official newsletter of Continuous Improvement & Training

August 2023 Training Spotlight

Power BI Introduction

Monday, August 7 | 2 p.m. | More Info

The first in the training series, this course introduces Power BI. Power BI is a business analytics service by Microsoft.

Power BI Intermediate

Wednesday, August 9 | 2 p.m. | More Info

This session builds on concepts presented in the Power BI Introduction course.

Power BI Advanced

Friday, August 11 | 2 p.m. | More Info

Learn about Power BI workspace administration, sharing published reports, protecting data, and introductions to DAX coding and Power Query.

Excel Basic REMOTE

Friday, August 18 | 1 p.m. | More Info

Designed for beginners who want to learn how to use Excel to create and manage spreadsheets.

Mindfulness

Wednesday, August 16 | 9 a.m. | More Info

What is mindfulness? Why is it important? How can you incorporate mindfulness into your daily life to improve mental and emotional well-being?

Burn Out: Coping with Stress

Wednesday, August 30 | 10 a.m. | More Info

Come learn about what burnout is, how it manifests, and what can be done about it. Practical applications will be provided.

Financial Planning Workshops

Your Retirement at Work | 12 & 3:30 p.m.
Take Charge of Your Future Today | 11 a.m. & 4 p.m.

Available to FSU employees and presented by Corebridge Financials, coordinated by the HR Benefits & Insurance section. More Info.

There are many other training opportunities this month, listed on the university Training Calendar.

Featured Training Resources
for Supervisors & Managers

Effective performance management involves communication between employees and supervisors regarding expectations, goals, and standards for measuring performance. The A&P employee evaluation rating period for 2022-2023 will end on August 7, 2023. Consider the following resources as you prepare for the creation of annual performance evaluation documents!
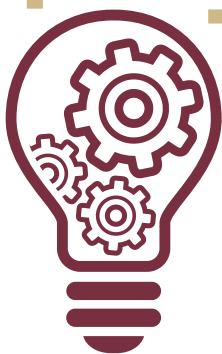
Performance Evaluations Process Training Guides

Supervisors and managers should be forthright in their evaluations of employees, and the performance evaluation process should be a constructive tool for continual improvement, documenting substandard performance, and recognition of employees' performance.

- Quick Reference – Accessing Historical Documents (Supervisors)
- Quick Reference – Supervisor and Employee Actions

For more information, view the Performance Evaluations Policies.

Performance Management Training | Course Number: LSPETO

This online course provides supervisors with an overview of the performance management process, a review of university performance evaluation policies and procedures and how to address employee performance issues.

Fundamentals of Discipline Training | Course Number: LSETO

This online course focuses on the supervisor's role in disciplining employees, a review of procedures/ guidelines, and collective bargaining agreements.

Please refer to the Training Registration Guide to register for these recommended courses.

Linked in
LEARNING

≫ Conducting Performance Reviews

Performance reviews can have a huge impact on your employee's future. In this short LinkedIn Learning course, learn how to prepare for and conduct fair, productive, and impactful performance reviews. Go to its.fsu.edu/LinkedInLearning and sign in with your FSUID and password.

Questions about anything in the newsletter? Contact us at training@fsu.edu or (850) 644-8724
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