August 2023 Training Spotlight

**Power BI Introduction**
Wednesday, 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.

**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.

**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.

*There are many other training opportunities this month, listed on the university Training Calendar.*
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- Quick Reference – Accessing Historical Documents (Supervisors)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.

### 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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