



Training and Organizational Development

Training Course Catalog



The Training Course Catalog is published to provide course numbers, course names, and descriptions of classes offered through the Office of Training and Organizational Development. Please utilize the Training Calendar at hr.fsu.edu/train or OMNI Self-Service to find the course session schedule and availability.

Search for a Course

Once you have opened the catalog, you can search for a specific course. You may search for a course by clicking the magnifying glass at the top left of the navigation menu. The lessons with similar course content will be listed in the search window. Click the lesson that is most closely related to the course for which you are searching. Any content related to your course will be highlighted in yellow.

For questions or information, please email us at training@fsu.edu.



Registering for Course Sessions



OMNI-Financials

- ≡ OMNI - Human Resources
- ≡ Institutional Research
- ≡ Sponsored Research Administration
- ≡ Student Central
- ≡ Customer Service Training
- ≡ Compliance and Organizational Development
- ≡ Leadership and Supervisory Training
- ≡ Diversity & Inclusion
- ≡ Personal Development Training
- ≡ Computer-Based Training
- ≡ Wellness

Registering for Course Sessions



Training and Organizational Development

How to Register for a Course Session

The screenshot displays the myFSU Portal interface. On the left, a sidebar lists navigation links such as Admissions, Advising, Alumni and Former Students, Benefits & Resources, Career Development, Financials, Human Resources, myFSU Identity Management, Reporting, Research, Student Central, Teaching, and Training & Development. The main content area is divided into several sections: COVID-19 Resources (including Workplace Guidance and FAQs, Daily Wellness Check, COVID-19 Testing Now Available, and Coronavirus Updates), MY EMPLOYEE SNAPSHOT (with tabs for Timesheet, Paycheck, and Benefits), MY FINANCES, and CAMPUS SAFETY AND TITLE IX INFORMATION. On the right, a user profile section shows a welcome message for Tamaral, along with fields for EMPID, FSUID, Student Email, Employee Email, and ORCID. Below this is a MY WORKLIST section and a MY SECURITY CENTER section with links for e-ORR - Online Role Requests. The bottom of the page features a QUESTION OF THE WEEK section and a STUDENT STORIES section with a video thumbnail.

For Closed Captioning, please log in to Microsoft Stream and view the video [here](#).

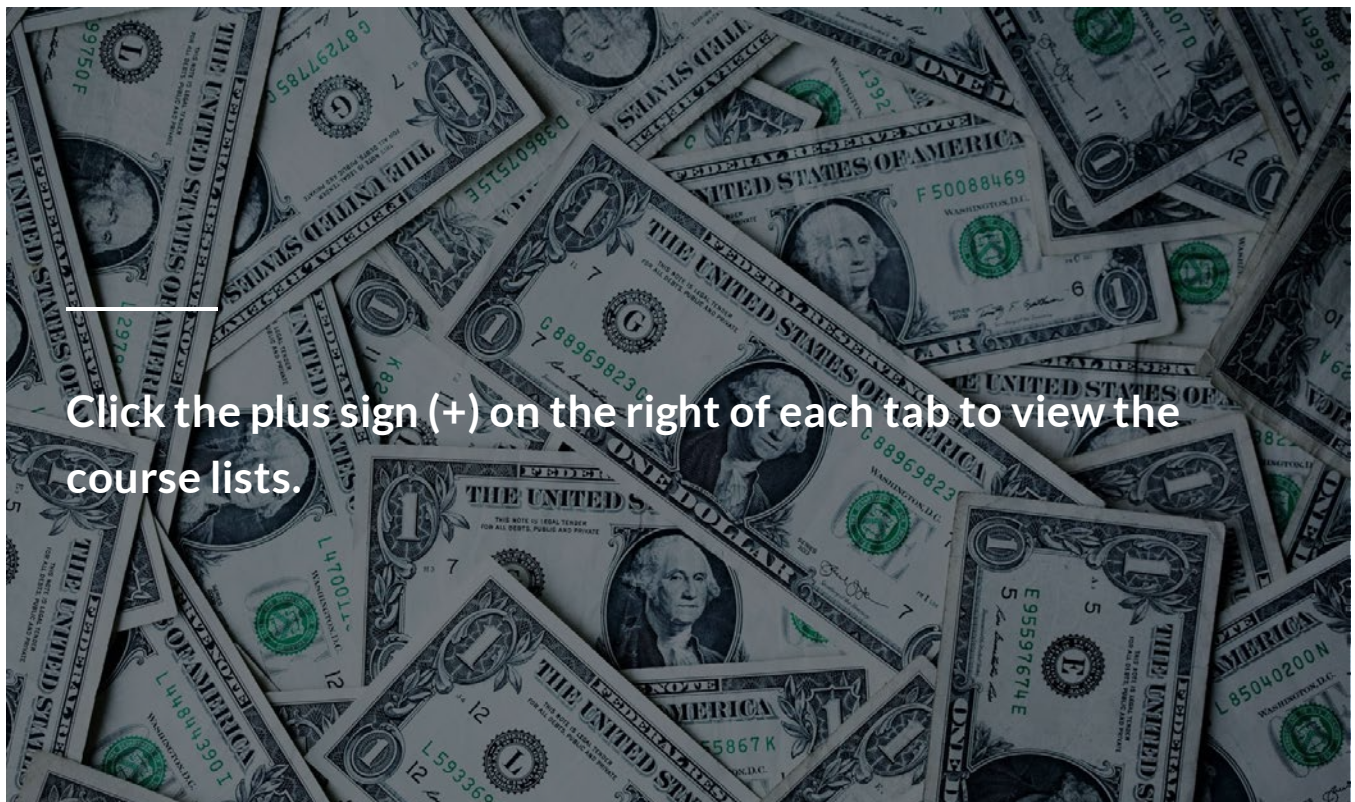
Training Registration and Cancellation Instructions

[GO TO JOB AID](#)

OMNI-Financials



Training and Organizational Development



A - E —

Accounts Payable

Course Number: BTAP01

This course covers the fundamentals of accounts payable and covers topics such as expenditure guidelines, unencumbered vs. encumbered payments, and P-card compliance.

Advanced University Accounting

Course Number: BTAC03

This course provides a deep dive into university accounting for those who have completed Introduction to University Accounting (BTAC01) and Intermediate University Accounting (BTAC02). Users will learn more about accrual accounting, general ledger accounts, and journal sources. This course also provides an overview of common accounting pitfalls.

***Pre-req: BTAC02**

Auxiliary Rate Calculation

Course Number: BTBUD3

For budget managers and fiscal personnel who prepare University auxiliary rate calculations. This class covers the regulatory framework for a rate calculation, basic concepts for calculating a rate, an example of an auxiliary rate calculation along with the reconciliation of expenses and an allowable cash balance worksheet using University financial records, documents and resources, and models for estimating auxiliary revenue, hourly, cost plus and cost plus fixed.

Budgeting

Course Number: BTAC05

This course is for Budget Managers and other fiscal personnel. Topics covered include the various types of budget entities at the University, policies, and procedures related to each, Budget Manager responsibilities, OMNI Commitment Control ledgers, Budget Transfers, and general resources that OMNI Financials users may find helpful.

Cash Management

Course Number: BTCMT1

This course is designed for departmental Cash Collection staff. Cash handling policies, procedures, internal controls, and guidelines will be covered.

Specific responsibilities for the Biller/Invoicer, Cashier, Cash Point Supervisor, Deposit Preparer, and Reconciler will also be detailed.

Department Ledger Review

Course Number: BTAC04

The final course in the BTAC series equips users to perform their monthly ledger reviews by incorporating all the knowledge gained during the BTAC01 – BTAC03 courses and applying it to real-world examples. Users are encouraged to bring samples of confusing ledger data or questions related to the reconciliation process.

***Pre-req: BTAC03**

E&G Rate and Salary Budgets

Course Number: BTRSB1

An overview of E&G rate, salary, and resources for managing E&G salary budgets.

F - J —

Faculty Expertise & Advancement System (FEAS)

Course Number: BTFEAO

This course trains staff to become delegates on behalf of faculty within the Faculty Expertise & Advancement System (FEAS). Course material will cover logging in, serving as a delegate, entering data, and running reports. Course completion is required before delegate access will be granted to FEAS.

Hyperion Budget Training

Course Number: BTHYB1

This class provides instruction on how to enter an annual operating budget in Hyperion Budget System.

***Enrollment in this training is by invitation only.**

Hyperion Salary Training

Course Number: BTHYS1

This class covers making changes to positions for building your salary budgets and running new OBI reports for budgeted positions.

***Enrollment in this training is by invitation only.**

Improving Internal Controls and Reducing the Risk of Fraud at Florida State University

Course Number: COICO1

Learn what it takes to establish and maintain a sound system of checks & balances in your workplace so that fraud and other forms of unethical behaviors are less likely to occur. This class is beneficial for those offices that deal with fiscal matters.

Intermediate University Accounting

Course Number: BTAC02

This course is for users who have completed Introduction to University Accounting (**BTAC01**) and are ready to learn more about general ledger account usage. A significant portion of the course is devoted to reporting tools available to financial staff, such as OBI (**Business Intelligence**) and PS Query in OMNI Financials.

***Pre-req: BTAC01 or BTFA01 (retired)**

Introduction to Auxiliaries

Course Number: BTBUD2

For Budget Managers and other fiscal personnel. An introduction to Auxiliaries, including creating a new auxiliary, classification of different auxiliary types, policies and procedures, rate methodology, audit expectations, and record retention requirements. Other topics covered include a timeline of important dates, overhead assessments, and available resources.

Introduction to University Accounting

Course Number: BTAC01

This course is for users who are new to the OMNI Financials system or university accounting. Participants will learn about OMNI Financials, how money flows through FSU and discuss important accounting topics like ledgers and chart fields.

K - O —

myFSU BI Analytics

Course Number: BTBIA1

This course is designed to help users create a basic financial analysis and edit existing Dashboard reports in myFSU BI.

P - T —

Procurement Policies

Course Number: BTPUR2

This class outlines the fundamentals of the procurement process at FSU and helps departmental personnel understand their role in that process. It covers writing specifications, limits when competition is required, types of solicitations and provides a brief overview of the FSU eMarket and P-Card.

Promotion & Tenure Training

Course Number: BTOPT0

For department and college staff assisting faculty members in the eBinder preparation process within the new promotion and tenure customized workflow (available through myFSU HR).

***This training is for support staff and is by invitation only.**

Property Training

Course Number: BTPT01 (Online)

Course Number: BTPT02 (Instructor-Led)

This online training course is designed primarily for departmental Property Managers and Property Custodians. However, all departmental financial representatives should find it beneficial. Property definitions and accounting, policies, procedures, and responsibilities are covered. Forms, queries, and resources will also be provided.

SpearMart Requester Training

Course Number: BTSRTO (Online)

Course Number: BTSRT1 (Instructor-led)

Attendees will learn how to create shopping carts using catalogs BTSRT1 – and forms, submit requisitions, and manage orders in the procurement system.

Travel Expense & T-Card for Representatives & Approvers

Course Number: BTTE03

This course trains travel representatives, Travel Cardholders, and approvers in the fundamentals of travel & expenses and the travel card in Concur. Participants will understand travel & travel card policy and Concur concepts such as: creating, submitting & approving travel requests, processing expense reports for travel reimbursements & Travel Card purchases.

Travel Card Online Training

Course Number: BTTE04

Trains Travel Cardholders in the fundamentals and responsibilities of Travel Card policies and procedures. This class is required for new Travel Card applicants or refresher training on Travel Card policies.

***If you are a travel representative or need to process Travel Card charges in OMNI, you must attend the instructor-led training class offered, Course Code BTTE03.**

Understanding Internal Billing

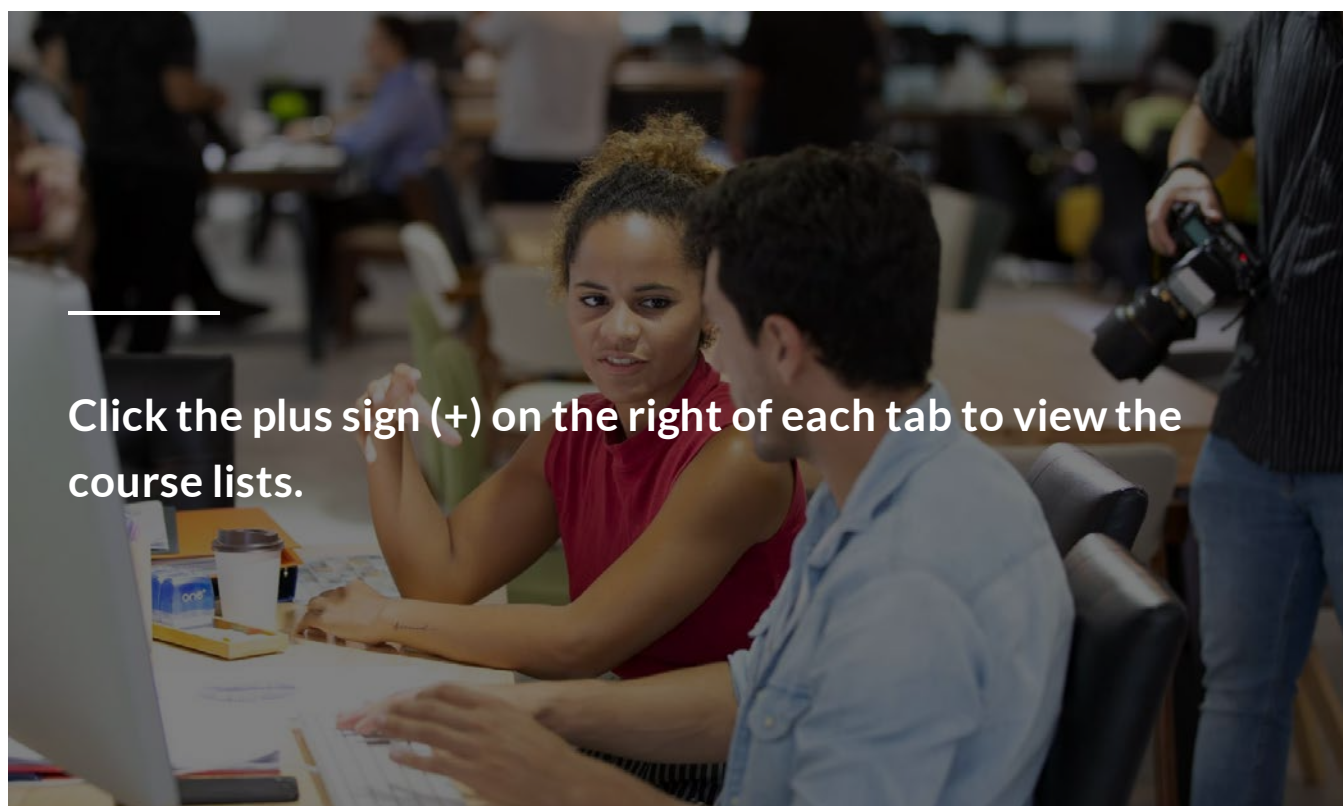
Course Number: BTUIB1

This course targets users from buying departments that order goods from internal auxiliaries or users new to OMNI Financials. Participants will gain an understanding of internal billing processes from the perspective of the buying department. Topics covered include understanding how to create internal purchase orders and researching invoice and payment data via queries and reports. Primarily geared towards PO requestors, budget managers, and staff responsible for processing financial transactions.

OMNI - Human Resources



Training and Organizational Development



Click the plus sign (+) on the right of each tab to view the course lists.

A - E —

Attendance and Leave Policy

Course Number: COALO (Online)

Course Number: COAL01 (Instructor-led)

Participants will be provided in-depth knowledge of the attendance & leave policies and procedures at Florida State University. Utilizing an open-lecture communication method, attendees will be encouraged to generate examples they have experienced and question the proper way to handle individual situations regarding time entry. Topics include work and leave rules at FSU, the differences in employee classifications for leave purposes, leave accruals, proper ways to report leave, available leave types, and roles and responsibilities in the termination process. An overview of Faculty leave is included in this class.

***Counts toward the HR Department Representative Certificate.**

Criminal History Background Check Process

Course Number: COCHBO (Online ONLY)

Participants of this class will receive training on applicable state/federal laws, regulations, University policy and procedures required forms, and job duties that may require a background check to properly and efficiently administer the background check process for their departments. This course is highly recommended for Department Representatives and Hiring Managers.

***Counts toward the HR Department Representative Certificate.**

EDM: International Hires & 1-9s

Course Number: COINTO (Online ONLY)

Overviews Federal and University requirements for hiring foreign nationals. Topics include FSU Appointment Requirements, VISA types with appropriate work authorization, permanent residents, courtesy appointments, and proper completion of Form 1- 9.

EDM: Processes & Employee Appointments

Course Number: COUSCO (Online)

Course Number: COUSC1 (Instructor-led)

This class is designed to give HR department representatives a better understanding of US citizens' appointment processes related to employee electronic and paper personnel action forms. Useful appointment tracking tools will be demonstrated to assist you with your daily tasks.

eTime for Department Reps and Supervisors

Course Number: BTTL0 (Online)

Course Number: BTTL01 (Instructor-led)

This course focuses on time-reporting in the FSU HR system (OMNI) for various employee classifications and provides a broad overview of Attendance & Leave policies. This course also covers important payroll

processes that will help Department Representatives and Supervisors navigate the payroll cycle.

***Counts toward the HR Department Representative Certificate.**

Express Pool Hiring 101

Course Number: BTREC2

Learn how to use the OPS Express, GA Express, and Faculty OPS Express methods for hiring.

F - J —

Faculty Search Committee Training

Course Number: COFST1 (ONLINE ONLY)

Required for all Faculty Search Committee members. Provides those selected to serve on Faculty search committees with guidance on recruitment, interviewing, and compliance issues, as well as a toolkit of easy-access links to proper forms, documents, and other resources to ensure excellence and consistency throughout the screening and hiring process.

***Counts towards the HR Department Rep Certificate and the Frontline Leadership Certificate.**

Form 1-9, Guardian, E-Verify

Course Number: COI92

This class offers an in-depth look at the 1-9 process, including how to complete the 1-9 Form correctly, navigate the Guardian software, complete an E-Verify case, and approach an I-9 Audit.

K - O —

OMNI e-Recruit

Course Number: BTREC1

Trains HR representatives on successfully managing and administering the OMNI recruiting module for faculty and staff. Participants will learn to create a job opening, review applicant data, record interview evaluations and disposition codes, and complete a pre-employment checklist and job offer.

***Counts toward the HR Department Representative Certificate.**

P - T —

Smart Onboarding

Course Number: BTSMTO (Online)

Course Number: BTSMT1 (Instructor-led)

Learn how to work smarter with the FSU Onboarding Portal. The comprehensive, electronic onboarding portal streamlines the completion of new hire paperwork and other pre-employment requirements like background checks, making it easier to get new employees up and running. Many manual processes and paper forms have been eliminated as offline processes have been integrated into the system. The portal allows coordination and communication between departments, candidates, and HR. Incoming employees will experience a great first impression of FSU.

***Counts towards the HR Department Rep Certificate.**

Staff Search Committee Training

Course Number: COSST1

Provides those selected to serve on Staff Search Committees with guidance on recruitment, interviewing, and compliance issues, as well as a toolkit of easy-access links to proper forms, documents, and other resources to ensure excellence and consistency throughout the screening and hiring process.

***Counts towards the HR Department Rep Certificate and the Frontline Leadership Certificate.**

U - Z —

Workers Compensation Program Training

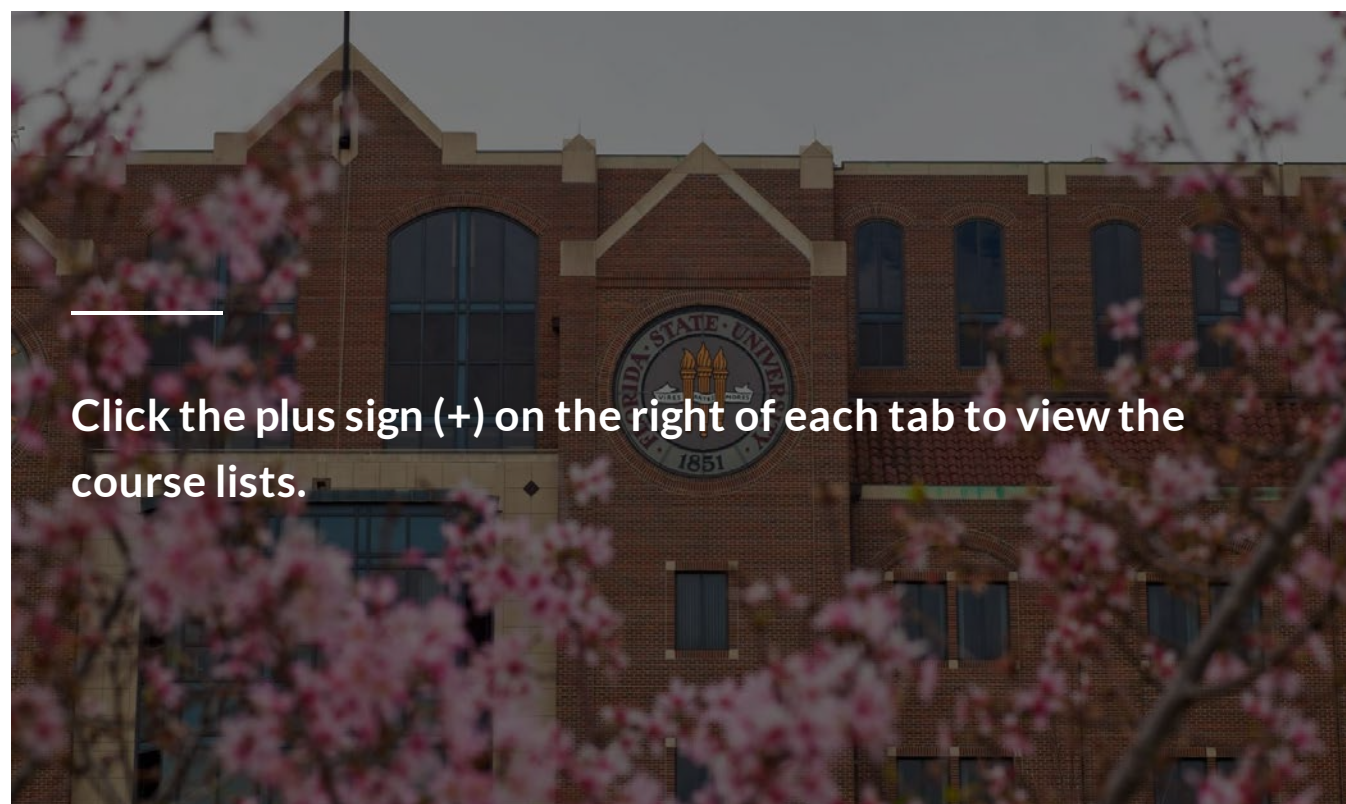
Course Number: COWC01

This class will provide department representatives and supervisors an overview of the University's Workers' Compensation Program. Participants will learn how to report a workplace injury or illness, report leave time for injured workers, and the department representative, supervisor, and employee's roles and responsibilities when managing a work-related injury or illness.

Institutional Research



Training and Organizational Development



Click the plus sign (+) on the right of each tab to view the course lists.

AOR Overview for Department Representatives

Course Number: AORSO

This class provides a general overview of the Assignment of Responsibilities process at Florida State University and the OMNI-based AOR system, which is now required for AOR submissions. It will cover setting up the required department user roles in the system and generating and submitting AORs for department faculty members.

Class Enrollment

Course Number: BICE2

The second in a series targeted BI power users; the Class Enrollment subject area contains data relating to classes and the primary instructors and students associated with the classes. Building upon BI reporting knowledge gained in Term Statistics, users will explore the numerous dimensions in the subject area by working through targeted exercises. After this training series, users will have a suite of highly customizable reports to help them make decisions that impact our students.

***Pre-req: BITS1**

Class Meeting Pattern

Course Number: On-Demand

One in a series of training courses targeted to power users of the academic subject areas. This course presents the class meeting pattern subject area and instructs on report prompts and driving queries. Instructors lead trainees through several practice exercises to navigate existing dashboards and build OBI analyses, work with trainees to access the subject area, and provide resources necessary for independent work. This course is appropriate for staff and faculty who develop their own reports in the academic subject areas of myFSU BI.

Power BI: Beginner

Course Number: PBIX01

The first in a two-part series, this course introduces Power BI. Power BI is a business analytics service by Microsoft. This software provides interactive visualizations and business intelligence capabilities with an interface that end users can create their own reports and dashboards. In a hands-on training structure, instructors guide users on building a Power BI dashboard from the ground up. The session starts with basic data cleaning in Excel and concludes with an interactive dashboard featuring several visualizations.

Along the way, the user will learn how to install the software, import the cleaned dataset, build the visualizations, incorporate interactive slicers (filters) and format the final dashboard.

Power BI: Intermediate

Course Number: PBIX02

The second in a two-part series, this session builds on concepts presented in the Beginner Power BI course. The course begins with users connecting a new dataset to their Power BI dashboard. Next, participants will clean and prepare data in Power BI using Power Query by engaging with commonly used tools such as replacing values, conditional columns, and custom sort columns. The training continues with the development of dynamic calculations in Data Analysis Expressions (DAX). Finally, participants will understand how to publish and share their own Power BI dashboards, including licensing and publishing to the web. The prerequisite for this class is Power BI: Beginner (PBIX01).

Pre-req: PBIX01

Term Statistics

Course Number: BITS1

The first in a series targeting BI power users, this course presents BI (Business Intelligence) and the Term Statistics subject area. In a hands-on training structure, instructors guide users on building analyses and pivot tables using several targeted exercises. Users will navigate student-specific information by term, including primary program/plan, program action, academic level (freshman, etc.), and learn about the various dimensions available in the Term Statistics subject area.

FACET EX Effort Certification

Course Number: BTFAC6

This class provides a general overview of the FACET Exempt Effort Certification process at Florida State University. It will cover basic knowledge of the effort certification process, interaction with the OMNI FACET system, and preparing and submitting FACET Exempt reports for employee certification. Target Audience: Department FACET Representatives

Instructor Funding Interface

Course Number: BTFAC7

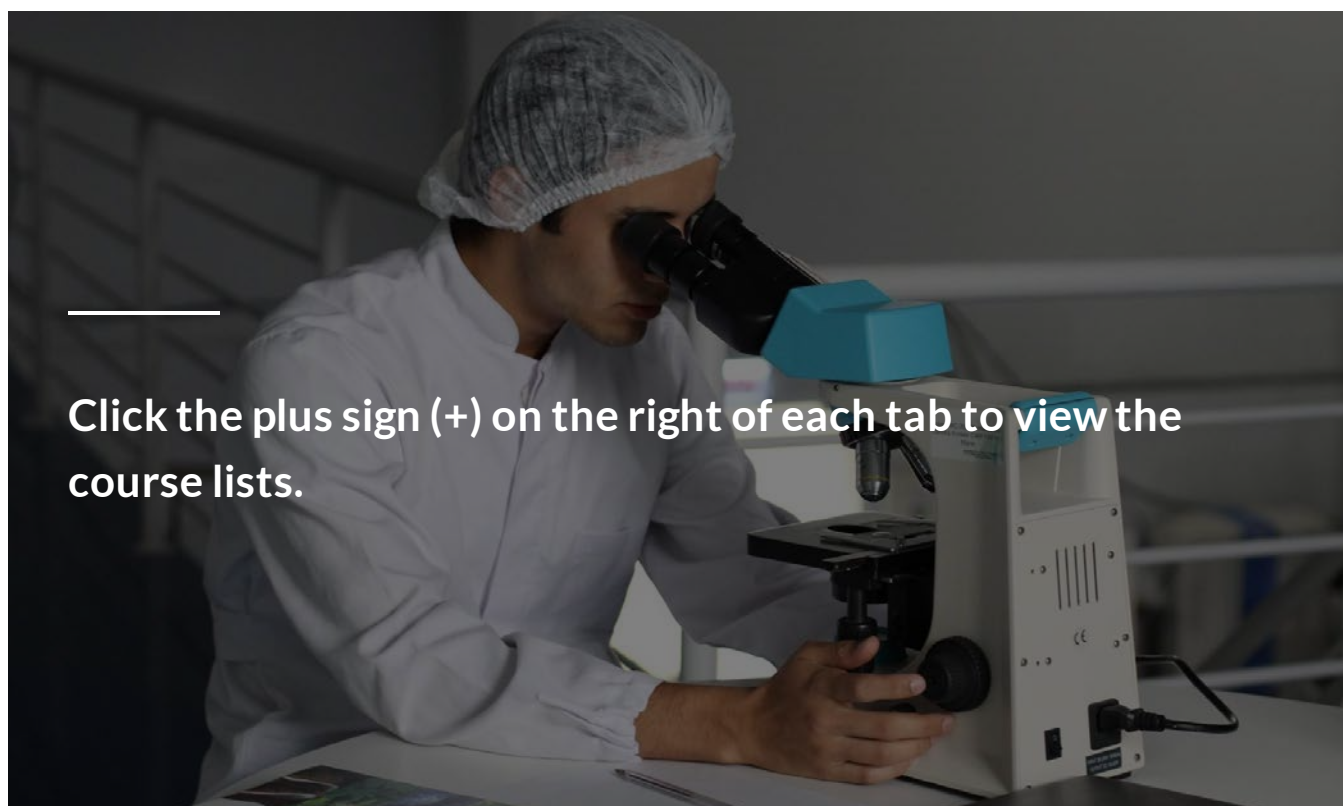
This class provides an overview of the FACET Instructor Funding interface. This interface allows department representatives to assign valid funding for courses in compliance with Florida law. It

will cover basic knowledge of the instructor funding process, updating course data, and requesting the proper eORR security roles to access the interface.

Sponsored Research Administration



Training and Organizational Development



Click the plus sign (+) on the right of each tab to view the course lists.

A - E —

Animal Care

Course Number: ESP14

For Researchers to use animals on sponsored projects, they must adhere to specific federal and University regulations, policies and procedures. This session will cover the history, laws, and

Federal oversight, as well as FSU's policies and procedures.

Best Practices & Resources for Data Management

Course Number: ESP17

As more federal agencies make data management plans as a required part of the grant application, researchers are left with questions on fulfilling these new requirements. This workshop will explore tools and services to assist researchers in writing data management plans for a grant application.

***Pre-req: ESP16**

eSPEAR

Course Number: eSPEAR (ONLINE ONLY)

This web-based 10-module course will introduce you to the Office of Research's various offices, and each's roles and responsibilities. You will also be introduced to the fundamentals of research administration and an overview of sponsored projects compliance topics. To request enrollment in this CANVAS-based module, send your **written request**, including your **employee id**, to **training@fsu.edu**.

***Counts toward the eSPEAR Certificate series.**

eSPEAR Capstone Course

This course is the capstone course for completion of the eSPEAR Certificate Series. Successful completion of the eSPEAR modules is a prerequisite for enrollment in eSCAP. Eligible participants will receive notification and instructions for registration for Capstone sessions from the SRA office directly. Counts toward the eSPEAR Certificate series.

F - J —

Finding Funding for Your Project

Course Number: ESP11

Participants will learn about the different search engines available for use and guide them through a search process demonstration.

Human Subjects

Course Number: ESP13

To protect the welfare of human subject participants, federal regulations give the Institutional Review Board authority to oversee the welfare of human subject participants. This class will discuss the federal and University regulations and policies, and procedures that must be adhered to protect them.

Intellectual Property

Course Number: ESP15

While the PI is conducting research, it may become imperative that the necessary steps be taken to safeguard the research results/ findings. This session will provide an in-depth look at the definitions, laws, Federal insight, and various types of intellectual property.

K - O —

National Institutes of Health/ NIH

Course Number: ESP20

Provides detailed insight into NIH, including types of grants issued, Public Health Service Financial Conflict of Interest, budgets, applications, eRA Commons, and awards.

National Science Foundation / NSF

Course Number: ESP21

This session will provide detailed insight into NSF, including the types of grants issued, Fastlane, proposal requirements, revised budgets, award terms, conditions, etc.

Open Access, Data Management & Grants Compliance

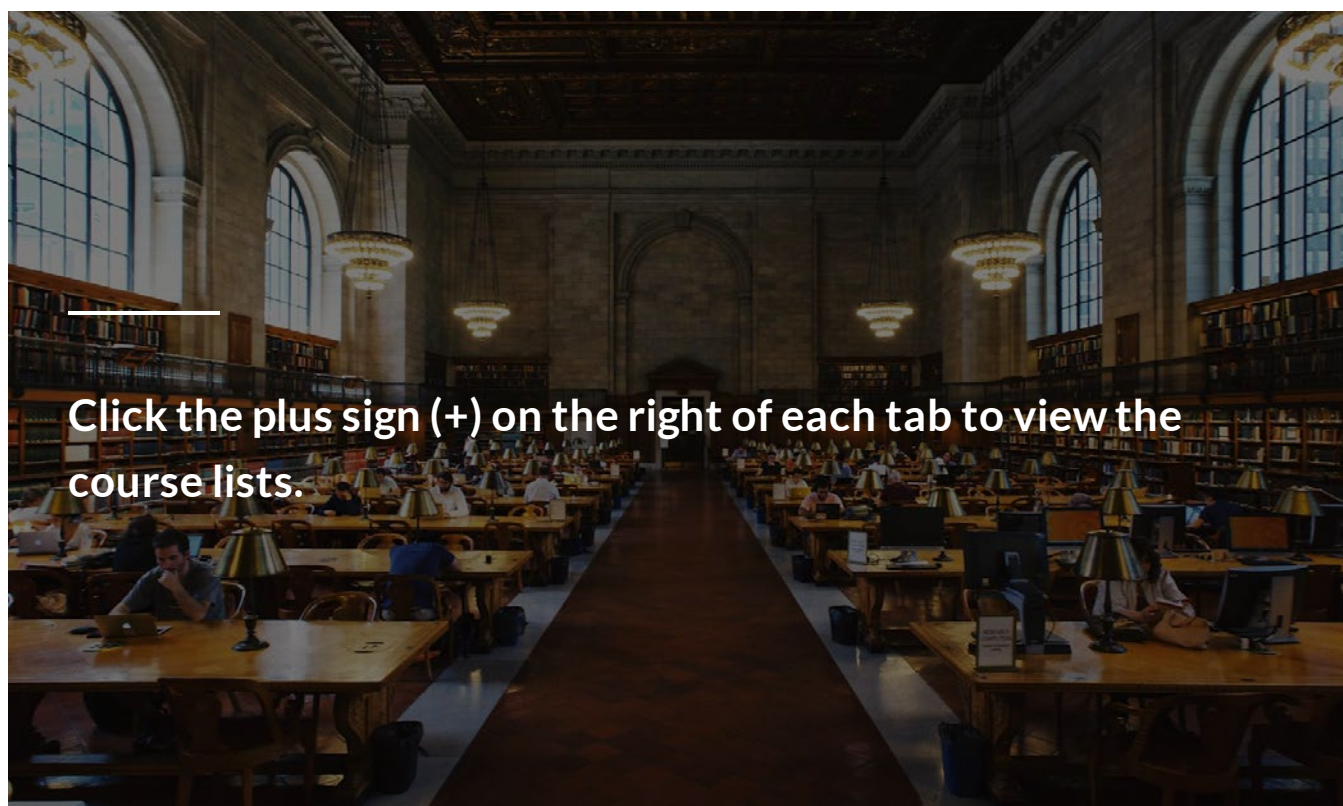
Course Number: ESP16

Covers the services and initiatives FSU Libraries offer to support these growth areas and provides examples using the NIH Public Access Policy.

Student Central



Training and Organizational Development



BI Power User



Term Statistics

Course Number: BITS1

The first in a series targeting BI power users, this course presents BI (Business Intelligence) and the Term Statistics subject area. In a hands-on training structure, instructors guide users on

building analyses and pivot tables using several targeted exercises. Users will navigate student-specific information by term, including primary program/plan, program action, academic level (freshman, etc.), and learn about the various dimensions available in the Term Statistics subject area.

Class Enrollment

Course Number: BICE2

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***Pre-req: BITS1**

Class Meeting Pattern

Course Number: On-Demand

One in a series of training courses targeted to power users of the academic subject areas. This course presents the class meeting pattern subject area and instructs on report prompts and driving queries. Instructors lead trainees through several practice exercises to navigate existing dashboards and build OBI analyses, work with trainees to access the subject area, and provide resources necessary for independent work. This course is appropriate for staff and faculty who develop their own reports in the academic subject areas of myFSU BI.

Campus Connect

Campus Connect 101

Course Number: CC101

Introduction to Campus Connect, Notes, Reports, Advance Search. Course objectives: identify main tabs and side menu about student data; create reports and notes; distinguish the different uses of reports and notes; utilize the advanced search feature.

***Counts toward the Campus Connect Expert Certificate.**

Campus Connect 201

Course Number: CC201

The course objectives for this session are to set up availability, identify reasons for a campaign, craft an effective message for a campaign, and use appropriate naming conventions when

creating a campaign.

Pre-req: CC101

***Counts toward the Campus Connect Expert Certificate.**

Campus Connect 301

Course Number: CC301

This session covers Analytics and Dashboards. The objectives are to utilize Population Health Dashboards to identify student intervention opportunities, generate platform reports that demonstrate the number of interactions for a specific population over a predetermined duration of time, and identify factors that influence a student's predictive risk score.

Pre-req: CC201

***Counts toward the Campus Connect Expert Certificate.**

Student Records —

Student Records 101

Course Number: SCSR1

In this introduction to the Student Records module of myFSU Student Central, members of the Registrar's Office staff will provide instruction on how to look up student personal and academic information in the new system; how to interpret the program - plan stack and history; the basics of academic statistics, holds, class search and registration. Instructors will guide trainees through the system in hands-on exercises designed to ensure comfortable navigating within the system, understanding how to read student data, and answering basic questions regarding searching and registering for classes.

This course is appropriate for staff and faculty who use the student system intensively in their workday. Casual users who occasionally need to look up a student's contact information or schedule would be best served, taking advantage of short online tutorials available later. Staff and faculty who change majors and perform enrollment functions will also need to register for the next course in this series, Student Records 201.

Student Records 201

Course Number: SCSR2 (Online ONLY)

This course covers administrative enrollment (registration) functions and student program/plan stacks management. Specific topics include the use of Quick Enroll and Enrollment Request; adding, dropping, and swapping; enrollment restriction overrides and modifying variable credit classes; changing majors; adding and removing plans and adding and removing degrees.

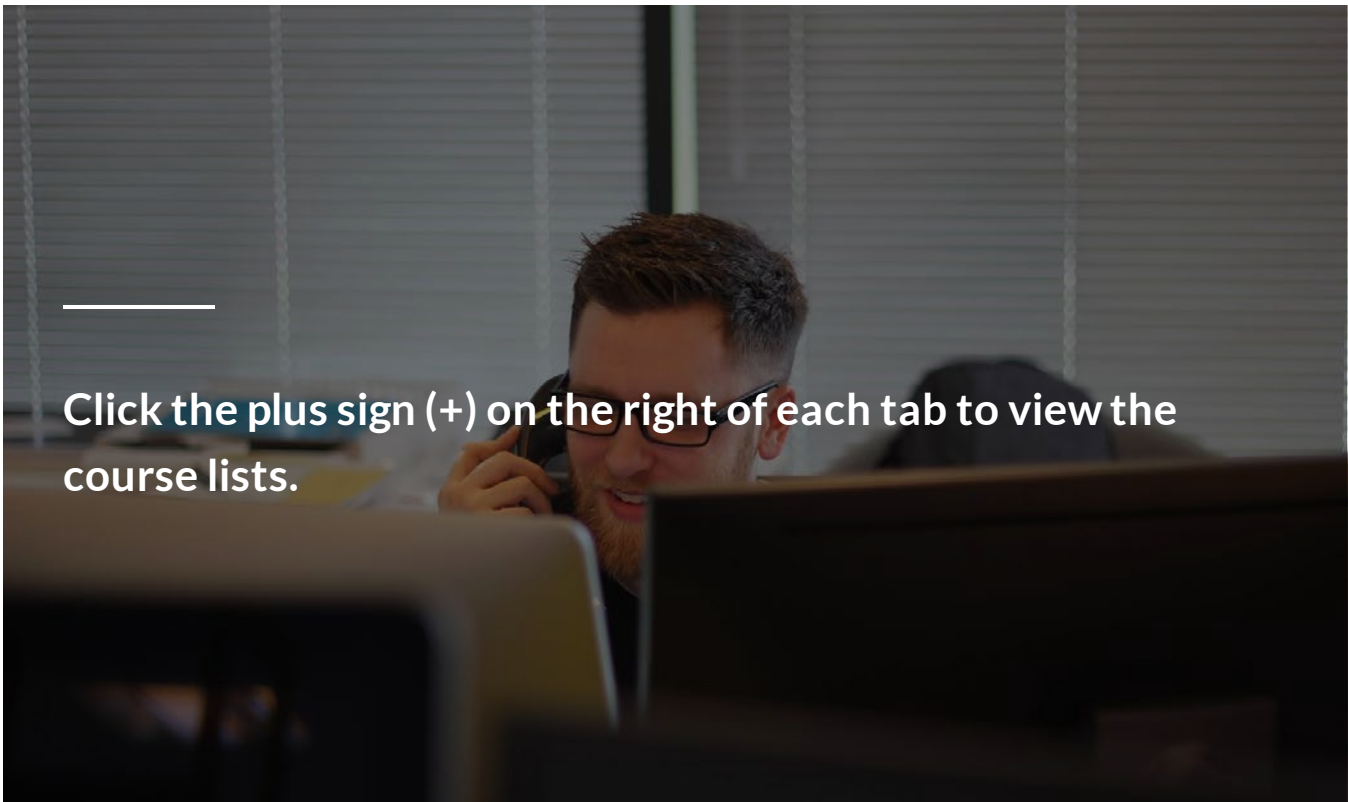
Training includes scripted practice activities for each of these activities. This course is appropriate for staff and faculty who perform drop/add and significant changes as part of their job. Trainees who do not need a very comprehensive view of significant changes may leave at a predetermined time and get credit for Student Records 200. Please discuss with the instructor upon arrival in class.

Pre-req: SCSR1

Customer Service Training



Training and Organizational Development



Click the plus sign (+) on the right of each tab to view the course lists.

Bridging Cultures I: Introduction to Intercultural Communication

Course Number: CSBCo1

This workshop will provide participants with the fundamentals of effective intercultural communication skills. The workshop helps participants develop an awareness of their own cultural identity and recognize intercultural diversity at FSU.

***Counts toward Global Partner Certificate and toward HR Customer Service Certificate.**

Building Rapport with Customers —

LinkedIn Learning

Sign in to this LinkedIn Learning self-paced training with your FSU email credentials to access free. Identify how to build a rapport with customers through acknowledging concerns. Explore the rapport-building technique of yielding to customers. Examine the ways to build rapport through a customer chat interaction. Identify the best ways to use rapport to disarm angry customers.

***To use as credit towards the Customer Service Certificate, provide a copy of your LinkedIn Course Completion Certificate for this course with your Certificate Series Completion Form.**

Conflict Communication Skills —

Course Number: PDCCS1

Conflict is unavoidable. And though it can cause damage if handled poorly, it can strengthen your workplace, your relationships, and your whole organization if handled well. Learn about different conflict styles, including your own, and learn and practice constructive ways to manage and de-escalate the conflict.

***Counts toward the Customer Service Certificate**

Working with You Is Killing Me —

Working with You Is Killing Me

Course Number: CSDDP1

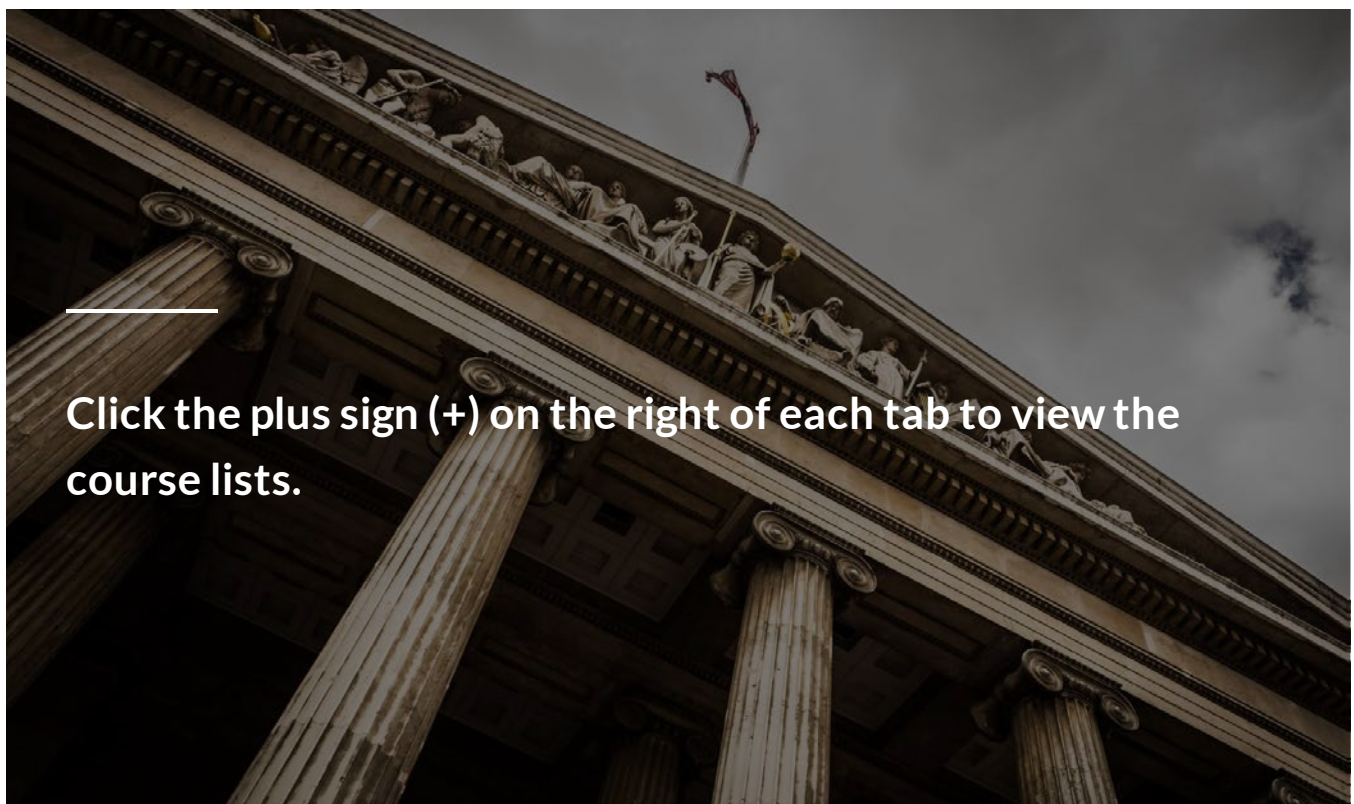
This workshop focuses on the importance of interpersonal relationships with your co-workers and how to mitigate destructive patterns you may sometimes fall into. Symptoms of these negative workplace relationships, the role each party plays in these situations, and how to set boundaries and control your reactions will be discussed.



Compliance and Organizational Development



Training and Organizational Development



Click the plus sign (+) on the right of each tab to view the course lists.

A - E —

Anti-Sexual Misconduct Awareness & Prevention Training

Course Number: COSHP1

This course is for ALL employees and reviews: FSU's stance on sexual misconduct; the University's applicable policies, including what constitutes sexual misconduct; available reporting options and resources; and mandatory reporting requirements for Responsible Employees.

Assessment of Institutional Effectiveness for Academic Units

Course Number: On-Demand

The training is designed to support academic faculty and staff in assessing and reporting the Institutional Effectiveness (IE) of their departments/programs. The session covers the following IE cycle components: selecting appropriate Student Learning and Program Outcomes, designing sound assessment methodology, reporting results, analyzing them, and formulating improvement plans.

***Contact Institutional Effectiveness and Planning Office if interested in training. ipa@fsu.edu**

Assessment of Institutional Effectiveness for Academic & Student Support Services Units

Course Number: On-Demand

The training is designed to support members of academic and student services units in assessing and reporting the Institutional Effectiveness (IE) of their departments/programs. The session covers the following IE cycle components: selecting appropriate Program Outcomes (and Student Learning Outcomes if applicable), designing sound assessment methodology, reporting results, analyzing them, and formulating improvement plans.

***Contact Institutional Effectiveness and Planning Office if interested in training. ipa@fsu.edu**

Assessment of Institutional Effectiveness for Administrative Units

Course Number: On-Demand

The training is designed to support administrative units' staff in assessing and reporting the Institutional Effectiveness (IE) of their departments/programs. The session covers the following IE cycle components: selecting appropriate Program Outcomes, designing sound assessment methodology, reporting results, analyzing them, and formulating improvement plans.

***Contact Institutional Effectiveness and Planning Office if interested in training. ipa@fsu.edu**

ADA: Understanding the Americans with Disabilities Act

Course Number: COADA2

Learn how to navigate through the minefields of employment law by examining issues related to Disability Law at the Federal, State, and University Policy level. Participants will gain an understanding of the requirements of the Americans with Disabilities Act, including what is a "disability," what is a "reasonable accommodation," and what constitutes discrimination against a person with a disability. Also covered are State Law and University Policy regarding individuals with disabilities, disability etiquette; case studies; and campus contacts for assistance in handling ADA issues with employees, students, and visitors to campus.

***Counts toward the Frontline Leadership Certificate and as a D&I Certificate Elective.**

Attendance and Leave Policy

Course Number: COAL01 (Instructor-led)

Course Number: COALO (Online)

Participants will be provided in-depth knowledge of the attendance & leave policies and procedures at Florida State University. Utilizing an open-lecture communication method, attendees will be encouraged to generate examples they have experienced and question the proper way to handle individual situations regarding time entry. Topics include work and leave rules at FSU, the differences in employee classifications for leave purposes, leave accruals, the proper ways to report leave, available leave types, and roles and responsibilities in the termination process. An overview of Faculty leave is included in this class.

***Counts toward the HR Department Representative Certificate.**

Basic Cybersecurity Training

Course Number: COCSTO (Online ONLY)

Florida State University has an ongoing commitment to secure FSU's technology environment and safeguard the data we are entrusted to protect. Please complete the Cybersecurity Basics Training course required by the 4-OP-H-5 Information Security Policy. The course, developed by the ITS Information Security and Privacy Office, will help each employee understand how a

series of simple steps can be used to prevent unauthorized access and protect our private information.

*** For new employees, Basic Cybersecurity Training is included in the New Employee Orientation (NEO) requirement. Certification of completion of NEO will also provide credit for Basics Cybersecurity Training requirement.**

Clery Act Training for CSAs

Course Number: COCSA1 (Online ONLY)

For the University to fulfill its responsibilities and maximize safety on campus, individuals throughout all parts of campus, not just law enforcement, must work together to report knowledge of crimes on campus. The goal of this training is to increase your understanding of the Clery Act and your roles and responsibilities as a Campus Security Authority (CSA) in reporting Clery Act crimes. In your role as a CSA, this training's objective is for you to be able to identify and report in good faith allegations of Clery Act crimes to campus police or security.

Criminal History Background Check Process

Course Number: COCHBO (Online ONLY)

Participants of this class will receive training on applicable state/federal laws, regulations, University policy and procedures required forms, and job duties that may require a background check to properly and efficiently administer the background check process for their departments. This course is highly recommended for Department Representatives and Hiring Managers.

*** Counts toward the HR Department Representative Certificate.**

Embracing Diversity

Course Number: CODIV2

The objectives of this course are to Discuss the difference between compliance, diversity, and inclusion; Define Diversity & Inclusion, Discuss the "visible" and "hidden" dimensions of culture; Review the challenges and benefits that arise from diversity; Discuss Implicit Bias; Identify methods for acquiring Cultural Competency Resources, and Create inclusive harassment-free workplaces.

*** Counts as an elective towards the Diversity & Inclusion Certificate**

Equal Opportunity & Compliance

Course Number: COEE01

Learn how to navigate through the minefields of employment law by examining Equal Employment Opportunity Law issues at the Federal, State, and University Policy level. Participants will gain an understanding of anti-discrimination law, including what is a "protected group," what aspects of employment are protected, and what constitutes "discrimination." Also discussed are guidelines on recognizing and avoiding discriminatory behaviors at work, case studies relating to discrimination in the employment context, and who to contact on campus for assistance with discrimination issues.

***Counts toward the Frontline Leadership Certificate and also as a Diversity & Inclusion Certificate Elective.**

F - J —

Faculty Search Committee Training

Course Number: COFST1 (Online ONLY)

Required for all Faculty Search Committee members. Provides those selected to serve on Faculty search committees with guidance on recruitment, interviewing, and compliance issues, as well as a toolkit of easy-access links to proper forms, documents, and other resources to ensure excellence and consistency throughout the screening and hiring process.

*** Counts toward the Frontline Leadership and HR Department Representatives Certificates.**

[Registration Instructions](#)

Family Medical Leave Act of 1993

Course Number: COFML1 (Instructor-led)

Course Number: COFMLO (Online)

Provides an overview of the FMLA of 1993 and strategies for managing employees on FMLA leave.

*** Counts toward the Frontline Leadership and HR Department Representatives Certificates.**

Federal Work-Study

Course Number: COFWS1

This workshop is to help educate anyone who has hired or will hire work-study students to assist with departmental office duties on the general processes of the Federal Work-Study Program. It includes a brief overview of the hiring process, selection of student employees, the importance of monitoring students' earnings, and work-study do's and don'ts. Target Audience - Department Payroll Representatives and persons of interest

***Typically scheduled during Summer Semester.**

Form 1-9, Guardian, E-Verify

Course Number: COI92

This class offers an in-depth look at the I-9 process, including how to complete the I-9 Form correctly, how to navigate the Guardian software, how to complete an E-Verify case, and how to

approach a I-9 Audit.

***Counts towards the HR Department Representative Certificate.**

K - O —

Kognito-At-Risk for Faculty and Staff

Course Number: <https://fsu.kognito.com/>

Kognito's At-Risk for Faculty and Staff is an online simulation designed to help faculty and staff members strengthen their ability to notice signs of emotional distress and use techniques to discuss concerns refer students to appropriate campus resources when necessary. While the simulation uses a faculty member-student situation to demonstrate, the information and skills you will learn apply to faculty and staff. The simulation should take approximately 45 minutes to complete, depending on your level of engagement.

To complete the training: This training is required for all state university employees by the Florida Board of Governors.

- Visit <https://fsu.kognito.com/> on the FSU University Counseling Center's website.
- Sign in with your FSU EMPLOYEE account credentials. **(No student email)**
- Launch Kognito's At-Risk for Faculty and Staff mental health awareness training
- Follow the on-screen instructions to complete the training simulations
- Receive your Certificate of Completion at the end of the training

P - T —

Providing Academic Accommodations to Students

Course Number: SDRC01

The number one question the Office of Accessibility Services (OAS) gets from faculty is "How can I best help my students?" While each student's situation is uniquely different, there are a few things every faculty member can do to ensure a smooth implementation of accommodations for students.

This discussion will discuss making appropriate academic accommodations and various options that might work for your specific course design. We will also consider recent changes and updates to ADA Law, episodic conditions, resources, and suggestions for implementing universal design in the classroom.

Records Management

Course Number: CORMT1

Available to all FSU employees. This course is highly recommended for individuals responsible for managing and maintaining records, including, but not limited to: Records Management Liaison Officers, HR Department Representatives, Financial Department Representatives, Administrative Staff, Office Managers, and IT Professionals. This course is intended to provide an overview of laws and regulations regarding the identification, maintenance, access, and retention of public records (including electronic records management) to ensure FSU's records management program complies with Florida's Public Records Law.

***Counts toward the HR Department Representative Certificate.**

Smart Onboarding

Course Number: BTSMT1 (Instructor-led)

Course Number: BTSMT0 (Online)

Learn how to work smarter with the FSU Onboarding Portal. The comprehensive, electronic onboarding portal will streamline the completion of new hire paperwork and other pre-employment requirements like background checks, making it easier for you to get your new employees up and running. Many manual processes and paper forms have been eliminated as offline processes have been integrated into the system. The portal allows coordination and communication between departments, candidates, and HR. Incoming employees will experience a great first impression of FSU.

***Counts towards the HR Department Rep Certificate**

Staff Search Committee Training

Course Number: COSST1

Provides those selected to serve on Staff Search Committees with guidance on recruitment, interviewing, and compliance issues, as well as a toolkit of easy-access links to proper forms, documents, and other resources to ensure excellence and consistency throughout the screening and hiring process.

***Counts towards the HR Department Rep Certificate and the Frontline Leadership Certificate.**

U - Z —

Workplace Accidents, Prevention & Management

Course Number: COWA01

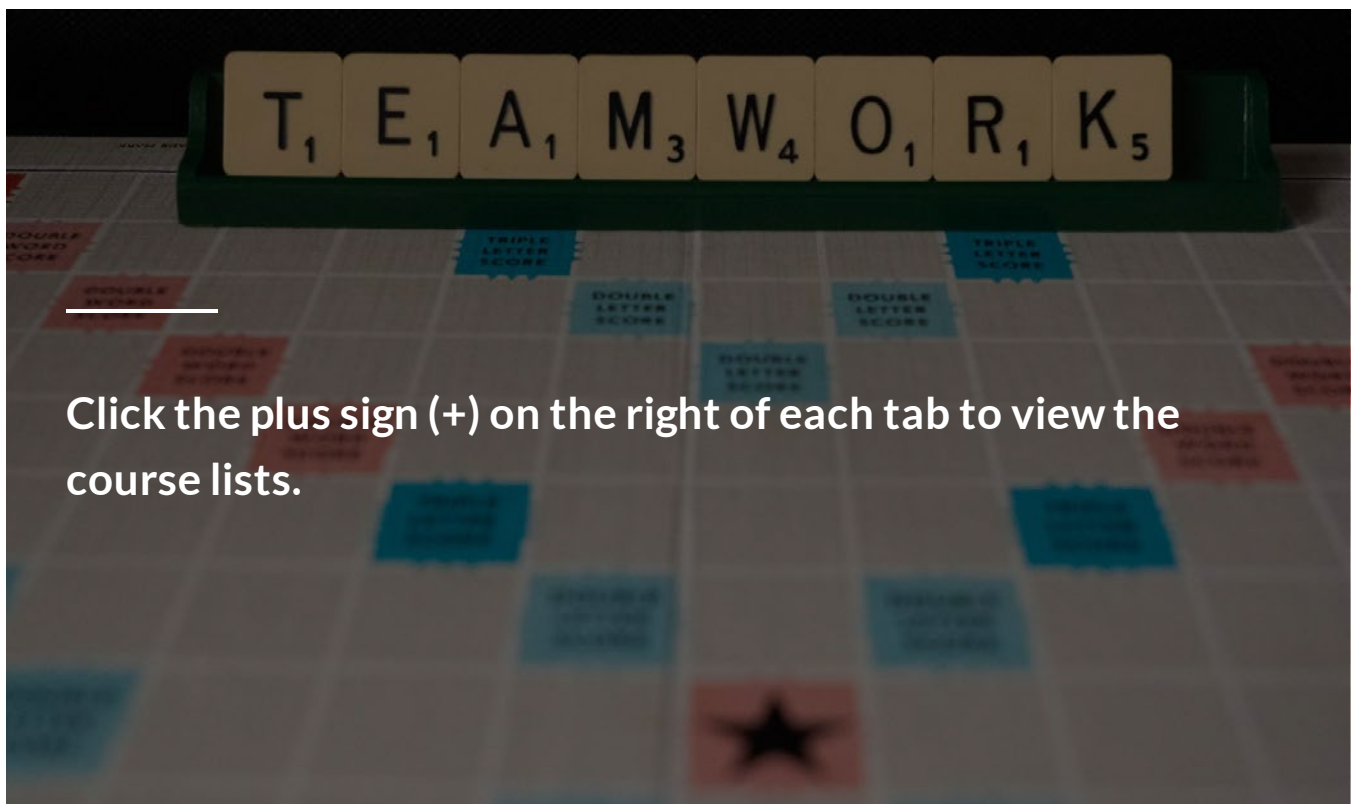
Examines how to prevent workplace accidents and what to do should one occur; workers compensation and automobile liability.

***Counts toward the Frontline Leadership Certificate**

Leadership and Supervisory Training



Training and Organizational Development



Click the plus sign (+) on the right of each tab to view the course lists.

A - E —

ADA: Understanding the Americans with Disabilities Act

Course Number: COADA2

Learn how to navigate through the minefields of employment law by examining issues related to Disability Law at the Federal, State, and University Policy level. Participants will gain an understanding of the requirements of the Americans with Disabilities Act, including what is a "disability," what is a "reasonable accommodation," and what constitutes discrimination against a person with a disability. Also covered are State Law and University Policy regarding individuals with disabilities, disability etiquette; case studies; and campus contacts for assistance in handling ADA issues with employees, students, and visitors to campus.

***Counts toward the Frontline Leadership Certificate and as a D&I Certificate Elective.**

Analyzing Performance Problems Book Self-Study

Course Number: LSBSS1

Leadership Library Book Self-Study eLearning Course for Mager and Pipe's Analyzing Performance Problems, or You Really Oughta Wanna. This book is written for employee supervisors in any business, provides a practical, objective approach to analyzing and improving employee behaviors classified as "less-than-desirable." Using examples, the authors demonstrate that effective employees are shaped by their supervisors and that good supervision begins with a clear understanding of every problem's cause. The online course materials include a suggested reading schedule, assignments designed to reinforce the concepts presented, and additional resources.

Change Management Foundations

Course Number: LSCMFO

The need to manage change successfully is more common and more important for a leader's career than ever, and a specific roadmap for managing change is essential. This eLearning course provides a step-by-step approach to managing change, drawing from, and building on key elements of change management models in practice today. Counts toward the Frontline Leadership Certificate Program, but may be taken as a stand-alone course as well.

***Counts toward the Frontline Leadership Certificate**

EAP for Supervisors

Course Number: LSEAP1

In this class, you will learn how to recognize early signs of trouble in an employee's performance; how to have a constructive interview with a troubled employee; how to work with the employee on performance issues while encouraging them to get help with personal problems; how the EAP protects client confidentiality.

***Counts toward the Frontline Leadership Certificate.**

Equal Opportunity & Compliance

Course Number: COEE01

Learn how to navigate through the minefields of employment law by examining Equal Employment Opportunity Law issues at the Federal, State, and University Policy level. Participants will gain an understanding of anti-discrimination law, including what is a "protected group," what aspects of employment are protected, and what constitutes "discrimination." Also discussed are guidelines on recognizing and avoiding discriminatory behaviors at work, case studies relating to discrimination in the employment context, and who to contact on campus for assistance with discrimination issues.

***Counts toward the Frontline Leadership Certificate and also as a Diversity & Inclusion Certificate Elective**

F - J —

Family Medical Leave Act of 1993

Course Number: COFML1

Provides an overview of the FMLA of 1993 and strategies for managing employees on FMLA leave.

***Counts toward the Frontline Leadership Certificate Series**

Frontline Leadership Orientation

Course Number: LSFLL1 (ONLINE ONLY)

Introductory class to the Frontline Leadership Program – a skill training program designed for new supervisors, developing team leaders, or front-line supervisors focusing on team building, policies, procedures, legal, and compliance issues specific to Florida State University.

***Required for those interested in beginning the Frontline Leadership Certificate Series Program.**

Fundamentals of Discipline & Collective Bargaining Contract Administration

Course Number: LSFD01 (Instructor-led)

Course Number: : LSFDO (Online)

The supervisor's role in the University's Progressive and Cumulative Disciplinary Process; also reviews Collective Bargaining Agreements.

***Counts towards the Frontline Leadership Certificate Series.**

K - O —

Improving Internal Controls and Reducing the Risk of Fraud at Florida State University

Course Number: COICO1

Learn what it takes to establish and maintain a sound system of checks & balances in your workplace so that fraud and other forms of unethical behaviors are less likely to occur. This class is beneficial for those offices that deal with fiscal matters.

***Counts toward the Frontline Leadership Certificate Series.**

P - T —

Performance Management Training

Course Number: LSPET1 (Instructor-led)

Course Number: LSPETO (Online)

Provides supervisors with an overview of the performance management process: reviewing university performance evaluation policies and procedures and addressing employee performance issues.

***Counts toward the Frontline Leadership Certificate Series.**

Supervisor Anti-Sexual Misconduct Awareness & Prevention Training

Course Number: LSSHS1

This course is geared for supervisors and reviews: FSU's stance on sexual misconduct; the University's applicable policies, including what constitutes sexual misconduct; available reporting options and resources; mandatory reporting requirements for Responsible Employees; and other supervisory prevention and response responsibilities.

***Counts toward the Frontline Leadership Certificate Series.**

Team Dynamics

Course Number: LSTD01

How is your team doing? This workshop has three goals:

- 1) help each member learn more about their style,
- 2) help everyone learn more about their coworkers' unique styles, and
- 3) help everyone utilize this knowledge practically, thus improving the workplace environment and strengthening the team.

There are no bad types! Through a series of exercises and discussions, you will have a chance to experience some differences in how people gather information, make decisions, and structure their lives. This knowledge often helps teams find more ways to "play to their strengths."

***Counts toward the Frontline Leadership Certificate Series.**

U - Z —

Workplace Accidents, Prevention & Management

Course Number: COWA01

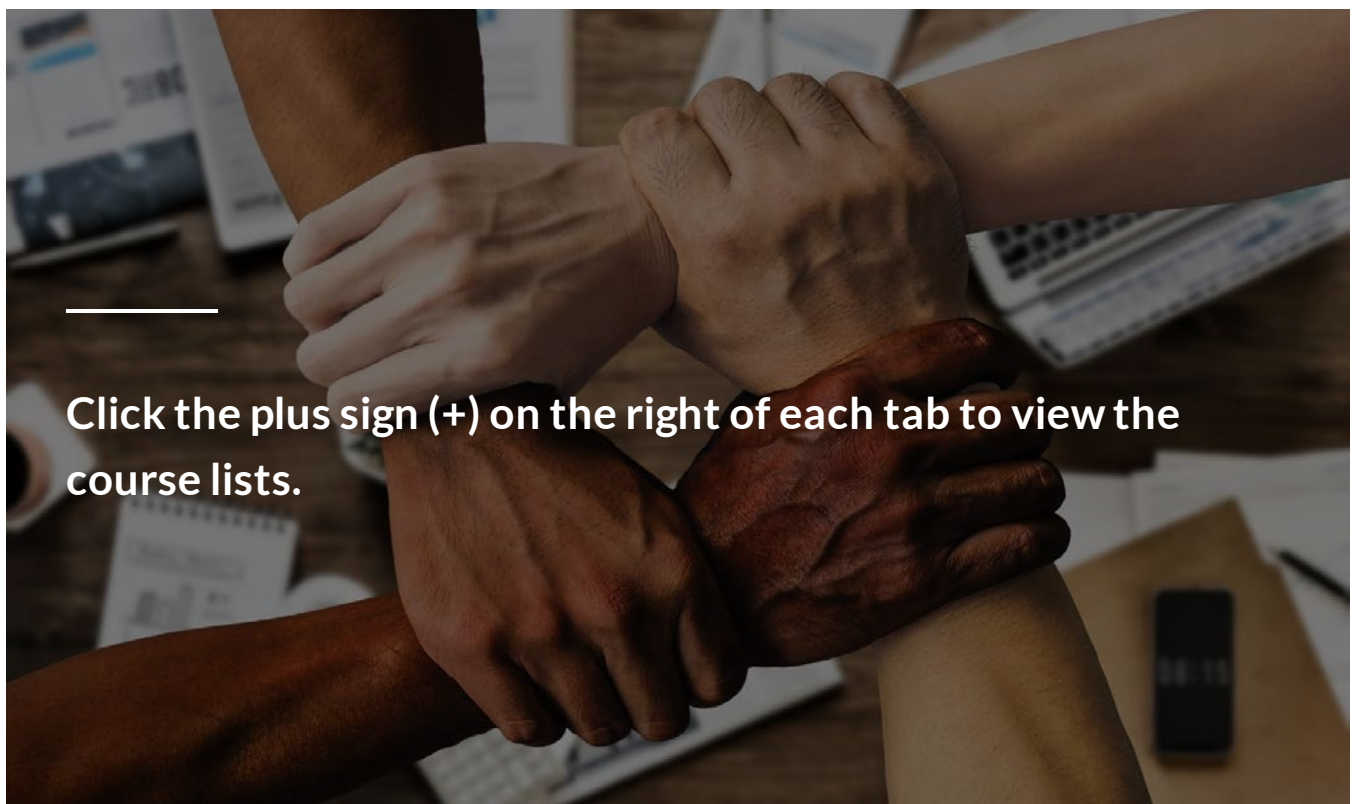
Examines how to prevent workplace accidents and what to do should one occur; workers compensation and automobile liability.

***Counts toward the Frontline Leadership Certificate**

Diversity & Inclusion



Training and Organizational Development



Click the plus sign (+) on the right of each tab to view the course lists.

Bridging Cultures (Specific to the Global Partners Certificate Series)

Bridging Cultures I

Course Number: CSBC01

Introduction to Intercultural Communication - This workshop will provide participants with the fundamentals of effective intercultural communication skills. The workshop helps participants

develop an awareness of their own cultural identity and recognize intercultural diversity at FSU.
***Counts towards CGE Global Partner Certificate Series and HR Customer Service Certificate Series.**

Bridging Cultures II

Course Number: CSBCo2

Cross-Cultural Encounters (with IES) - This session will emphasize real-life cross-cultural situations and engage participants in various simulation activities. Participants will also complete a self-assessment intercultural Effectiveness Scale (IES) and learn to develop more effective cross-cultural engagement strategies.

Pre-req: CSBCo1

Bridging Cultures III

Course Number: CSMIC1

Managing intercultural Conflict - This workshop will introduce participants to various intercultural conflict management and negotiation processes. Participants will learn to successfully assess their cultural management style to be more effective when working across cultures and managing cultural issues.

Pre-req: CSBCo2

***Counts towards CGE Global Partner Certificate and as an elective towards the Diversity & Inclusion Certificate.**

Bridging Cultures IV

Course Number: CSDGC

Developing Global Competence & Lessons Learned - This session will address becoming more globally competent through the 6-stage developing intercultural sensitivity process. Participants will share their experiences and lessons learned from their ongoing cross-cultural engagement and training.

Pre-req: CSCSMIC1

***Counts towards CGE Global Partner Certificate.**

Equity, Diversity & Inclusion —

Common Ground

Course Number: CODIV3

Customized Department Training: Email [Raja Benton](#) for Consultation

The Common Ground training advances foundational principles discussed in the Embracing Diversity (CODIV2). This training will explore how equity, diversity, and inclusion-related topics show up and impact the academy. Attendees will learn approaches to advance equity, diversity, and inclusion at the University through their respective roles.

***Counts as an elective toward the Diversity & Inclusion Certificate.**

D&I Cert Orientation

Course Number: PDDIo1 (Online ONLY)

This workshop introduces participants to the FSU Diversity & Inclusion Certificate's purpose and goals. This session will outline the three components of the Certificate in detail. It will also provide tips on navigating the Certificate's site online. Those employees working toward the D&I Certificate must utilize this Canvas course to upload their required assignments.

***Counts toward the Diversity & Inclusion Certificate Series.**

EDI in Administration and Management

Course Number: PDDIo3

Explores cultural competence related to the administrative, management, and leadership tasks common throughout our campus environment. Participants will reflect on how diversity influences leadership, planning, and teamwork in their areas. The multicultural competencies associated with meaningful and culturally relevant services are identified, and strategies for developing these competencies are explored.

***Counts toward the Diversity & Inclusion Certificate Series.**

EDI in Higher Education

Course Number: PDDIo2

Provides participants with an understanding of multiculturalism and cultural competence within the broad context of higher education. This session will enhance our awareness, knowledge, and skills in multicultural competence to work more effectively with diverse student, faculty, and staff populations. Our University's efforts related to diversity will be discussed, and participants will explore the connection between multicultural competency and their professional role at the University.

***Counts toward the Diversity & Inclusion Certificate Series.**

EDI in Teaching & Research

Course Number: PDDIo4

Focuses on the theoretical basis for multicultural competence. During the session, participants will explore oppression, its effects on the college community, and the overall FSU experience. Participants will use case studies and small group exercises to learn and apply relevant theories to current challenges related to diversity in higher education.

***Counts toward the Diversity & Inclusion Certificate Series.**

EDI Strategic Planning for Departments and Committees

Course Number: PDESP1

Are you considering starting or refreshing an Equity, Diversity, and Inclusion initiative in your department? EDI committees and programs strengthen FSU's commitment to champion an equitable environment in which faculty, staff, and students are recognized and valued for their individuality.

In this course, FSU Chief Diversity Officer Michelle Douglas will discuss the step-by-step process of assessing for and planning departmental EDI initiatives. The session includes a detailed explanation of the strategic planning tool developed by the Equity, Diversity & Inclusion Office, equipping us with the foundation to thoughtfully design and implement impactful EDI committees and programs across departments and offices at Florida State University.

Embracing Diversity

Course Number: CODIV2

This training provides employees with knowledge and resources to create inclusive, harassment-free workplaces, promote reporting of inappropriate behavior, ensure an efficient response, and introduce available resources to support diversity and inclusion at FSU.

***Counts as an elective towards the Diversity & Inclusion Certificate.**

NCBI Prejudice Reduction Workshop

Course Number: On-Demand

Florida State University is an Affiliate Campus of the National Coalition Building Institute (NCBI). Through this affiliation, Florida State has established a campus NCBI team designed to facilitate prejudice reduction workshops, serve as a critical response team, and incorporate the principles of inclusion and social justice throughout campus policy, procedures, and decision making.

Through this one-day workshop, participants can expect to experience progressive exercises that will examine the information and misinformation we have learned about groups other than our own; the ways in which we have internalized stereotypes about our own social identity groups; ways to effectively respond to microaggressions and other oppressive behaviors that create dialogue ultimately leading to positive change. The workshop is rooted in audience participation and active listening using a series of personal reflections, pair and share, and small-group activities.

***Please contact the Equity, Diversity & Inclusion office at EDI@fsu.edu if your department is interested in this training.**

Sustainability and EDI

Course Number: PDSUS1

Equity, Diversity & Inclusion (EDI) is a core component of creating a more just and sustainable world. This course is designed to help us reframe our definition and perspective of sustainability and center the “people” sphere to better integrate social justice into all sustainability efforts. During the session, we will review and discuss a series of case studies that highlight the overlapping nature of environmental and social justice. We will also shed light on how these movements interact and influence each other and lay the groundwork for stronger connections and collaboration between allies.

Allies & Safe Zones —

Allies and Safe Zones 101

Course Number: PDSZ01

This workshop is basic training in allyship and contemporary LGBTQ issues. It is a three-hour basic training in allyship and contemporary LGBTQ+ issues. Topics of discussion include sexual orientation, gender identity, gender expression, biological sex, current LGBTQ+ vocabulary, how to be an effective ally, and exploring further allyship possibilities.

***Please visit sga.fsu.edu/safe_zone for more information.**

Allies and Safe Zones 201: Trans Ally

Course Number: PDSZ02

Trans Ally is a two-hour training that will engage participants in understanding trans identities, gender variance, socialized gender expectations, intersex identities, and becoming allies with trans and other gender-variant identities.

Pre-req: PDSZ01

***Please visit sga.fsu.edu/safe_zone for more information.**

Allies and Safe Zones 202: Personal Identify Development

Course Number: PDS202

Personal Identity Development is a two-hour workshop that will engage participants in exploring their own identity development as allies using identity development models, reflection tools, and interactive exercises. The identity development of LGB individuals will also be discussed and examined using multi-media and discussion.

Pre-req: PDSZ01

***Please visit sga.fsu.edu/safe_zone for more information.**

Allies and Safe Zones 203: Navigating the Holidays

Course Number: PDS203

Navigating the Holidays is a two-hour workshop that will engage participants in understanding the dimensions of LGBTQ+ students' experiences of going home for the holidays. This conversation-based workshop will include dialogue regarding holiday dinner table discussions around religious beliefs and politics, navigating a non-supportive environment, and resources for students unable to go home.

Pre-req: PDSZ01

***Please visit sga.fsu.edu/safe_zone for more information.**

Allies and Safe Zones 204: Intersecting Identities

Course Number: PDS204

Intersecting Identities is a two-hour workshop that will engage participants in better understanding the complex, at times conflicting, identities that intersect with an LGBTQ+ identity. Participants will discuss and reflect upon experiences and misconceptions of intersections between LGBTQ+ identities with other salient identities, including race, religion, geography, and global.

Pre-req: PDSZ01

***Please visit sga.fsu.edu/safe_zone for more information.**

Allies and Safe Zones 205: Coming Out, Family Dynamics, and Other Support Systems

Course Number: PDS205

Participants will learn about the ongoing process of coming out for LGBTQ+ individuals, the challenges/barriers associated with this process, and the benefits/lived experiences of being out. Also, participants will understand how family dynamics play into a person's lifelong coming out process, with a range of support levels. Join us to learn how to support someone coming out on campus and understand how to navigate aspects of this journey.

Pre-req: PDSZ01

***Please visit sga.fsu.edu/safe_zone for more information.**

Allies and Safe Zones 206: Pan/Bi/Multi+ Identities

Course Number PDS206

This is a two-hour workshop that provides opportunities for participants to gain a deeper understanding of the terms "bisexual," "pansexual," and "multi+," and what they mean to those within the LGBTQ+ community. Through various activities, participants will examine

bi/pan/multi+ history in the context of the US and challenge assumptions and stereotypes about these identities.

Pre-req: PDSZ01

***Please visit sga.fsu.edu/safe_zone for more information.**

Allies and Safe Zones 301: Train the Facilitator

Course Number: PDSZ03

Train the Facilitator is a professional development opportunity for FSU Faculty and Staff to become co-facilitators for Allies & Safe Zones 101. Applications are always open, but training is scheduled on an as-needed basis upon current interest. The initial facilitator training is 7 hours long.

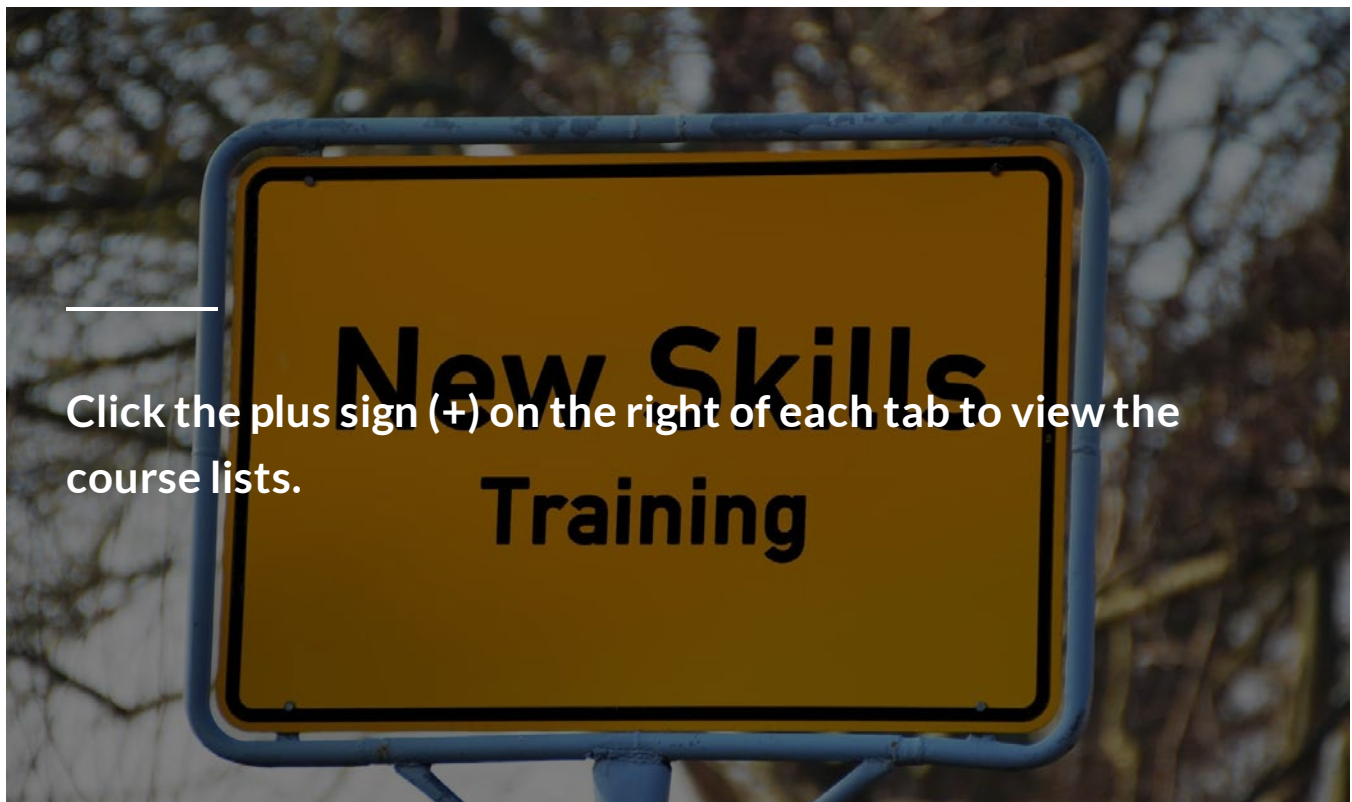
Pre-req: PDSZ01, PDSZ02, and at least one additional 200 Level training

***Please visit sga.fsu.edu/safe_zone for more information.**

Personal Development Training



Training and Organizational Development



Coaching Skills (Specific to the Student Coaching Skills Certificate Series)

Coaching Skills I - Building Authentic Student Connection

Course Number: PDSCS1

This workshop will provide participants with the fundamentals for effective student meetings, which begin with connecting and practicing non-judgment. Participants will be presented with recent research on the importance of connection and opportunities to role-play and practice building connections with others.

Coaching Skills II - Guidelines for Listening and Asking Questions

Course Number: PDSCS2

This workshop will provide participants with the skills necessary to listen to students and ask appropriate questions geared toward understanding and empowering students. Participants will be provided sample verbiage and time to practice their listening and questioning skills with others.

Pre-req: PDSCS1

Coaching Skills III - Framing Student-Centered Meetings

Course Number: PDSCS3

This workshop will provide participants with the skills necessary to frame meetings with students to address their goals and ensure the meeting remains efficient and timely. Participants will be provided time to review skills, sample verbiage to help achieve the student's meeting goals, and role-play opportunities.

Pre-req: PDSCS2

Coaching Skills IV - Implementing a Solution Focus Technique with Confidence

Course Number: PDSCS4

This workshop will provide participants with the skills necessary to uncover solutions with students and exhibit confidence in utilizing the skills to best support various student populations regardless of the issue. Participants will be provided sample verbiage and role-play opportunities.

Pre-req: PDSCS3

Microsoft Excel

Microsoft Excel I

Course Number: PDXLS1

Designed to help users create a spreadsheet, format a spreadsheet, manipulate data, utilize formulas, and generate charts. Also, the material covers some useful tips and keyboard shortcuts.

Microsoft Excel II

Course Number: PDXLS2

Designed to help users create a pivot table, manipulate a pivot table, and use the VLOOKUP function.

***Users may find it helpful to attend the Introduction to Excel class first, where many of the basic Excel functions are covered.**

Microsoft Excel III

Course Number: PDXLS3

Microsoft Excel III is designed for an advanced Excel user familiar with intermediate formulas and functions (VLOOKUP and Pivot Tables). This class will go further and explore some of the more advanced formulas and functions in Excel, such as:

- Using logical functions
- Using VLOOKUP approximate match and nested VLOOKUPS
- Using the powerful COUNTIF family of functions
- Using statistical functions to analyze data
- Extracting data using text functions

***The Excel, I & II classes are NOT required for this class; however, attendees should perform the formulas and functions covered in those classes before attending Excel III.**

Excel Macros

Course Number: PDXLS4

Professional Communication Skills —

Delivering Performance Feedback

Course Number: PCPF01

Giving and receiving feedback is an important part of workplace culture, but providing effective feedback can be challenging. This session covers when to give feedback, elements of effective delivery, and a model for discussing performance concerns through instruction and activity. By attending this training, you will enhance your understanding of the purpose of feedback and develop effective communication and reflection skills.

***Counts towards the Professional Communication Series**

Presentation Renovation

Course Number: PCPS01

Tired of using the same PowerPoint templates? Curious about how to liven up your training presentation? Join us for Presentation Renovation, a look at how to create effective and engaging presentations using PowerPoint, and more. This session will cover tips, ideas, and strategies to transform your presentations and best suit your training needs.

***Counts towards the Professional Communication Series**

The Power of Words

Course Number: PCPW01

Clear and concise communication is vital in today's fast-paced environment. This course will cover tools and strategies to make your writing more compelling no matter your audience.

"Words have color, weight, tonality, size, and contrast just like visual images," learn how to leverage the power of words to improve your communication. ***Counts towards the Professional Communication Series**

EAP Workplace Training —

Conflict Communication

Course Number: PDCCS1

Conflict is unavoidable. And though it can cause damage if handled poorly, it can strengthen your workplace, your relationships, and your whole organization if handled well. Learn about different conflict styles, including your own, and learn and practice constructive ways to manage and de-escalate the conflict.

***Counts toward the Customer Service Certificate**

Mindfulness

Course Number: PDMIND

What is mindfulness? Why is it important? How can you incorporate mindfulness into your daily life to improve mental and emotional well-being? Join us for this interactive workshop to explore these questions and understand how mindfulness can benefit you.

Stressed Out

Course Number: PCPS01

Are you feeling "stressed out"? We all deal with stressors in our lives, but too much stress can be detrimental to our overall health—mentally, emotionally, and physically. Join us to learn some helpful ways to manage your stress and improve your overall well-being effectively!

Working with You Is Killing Me

Course Number: CSDDP1

This workshop focuses on the importance of interpersonal relationships with your co-workers and how to mitigate destructive patterns you may sometimes fall into. Symptoms of these negative workplace relationships, the role each party plays in these situations, and how to set boundaries and control your reactions will be discussed.

Kognito: At-Risk Training —

Kognito: At-Risk for Faculty and Staff

Course Number: <https://fsu.kognito.com/>

The Florida Board of Governors has contracted with Kognito and implemented online training at-Risk for Faculty and Staff. It is a simulation-based training designed to help faculty and staff members strengthen their ability to notice signs of emotional distress, use techniques to discuss concerns, and refer students to appropriate campus resources when necessary. While the simulation uses a faculty-student situation to demonstrate, the information and skills you will learn apply to faculty and staff. The simulation should take approximately 45 minutes to complete, depending on your level of engagement. The Florida Board of Governors requires this training for all state university employees to include faculty and staff.

To complete the training:

1. Visit <https://fsu.kognito.com/> on the FSU University Counseling Center's website.
2. Sign in with your FSU EMPLOYEE account credentials; Do you use student email.
3. Launch Kognito's At-Risk for Faculty and Staff mental health awareness training.
4. Follow the on-screen instructions to complete the training simulations.
5. Receive your Certificate of Completion at the end of the training.

Computer-Based Training



Training and Organizational Development



Click the plus sign (+) on the right of each tab to view the course lists.

Human Resources Training Courses —

Attendance and Leave Policy

Course Number: COALO

Participants will be provided in-depth knowledge of the attendance & leave policies and procedures at Florida State University. Attendees are encouraged to generate examples they have

experienced and question the proper way to handle individual situations regarding time entry utilizing an open-lecture method of communication. Topics include work and leave rules at FSU, the differences in employee classifications for leave purposes, leave accruals, the proper ways to report leave, available leave types, and roles and responsibilities in the termination process.

***Counts towards the HR Department Representative Certificate.**

Criminal History Background Check Process

Course Number: COCHBO

Participants of this class will receive training on applicable state/federal laws, regulations, University policy and procedures required forms and job duties which may require a background check with the goal of efficiently and adequately administering the background check process for their departments. Department Representatives and Hiring Managers are strongly encouraged to take this course.

***Counts toward the HR Department Representative Certificate.**

EDM: International Hires and 1-9s

Course Number: COINTO

Overviews Federal and University requirements for hiring foreign nationals. Topics include FSU Appointment Requirements, Visa types with appropriate work authorization, permanent residents, courtesy appointments, and proper completion of Form 1-9.

EDM: Processes & Employee Appointments

Course Number: COUSCO

This class is designed to give HR department representatives a better understanding of US citizens' appointment processes related to employee electronic and paper personnel action forms. Useful appointment tracking tools will be demonstrated to assist you with your daily tasks.

eTime for Department Reps and Supervisors

Course Number: BTTLO

This course focuses on time reporting in the FSU HR system (OMNI) for various employee classifications. It provides a broad overview of Attendance & Leave policies, but more detailed information is covered in the Attendance & Leave class (COAL01 or COALO). This course also covers important payroll processes that will help Department Representatives and Supervisors navigate the payroll cycle.

***Counts toward the HR Department Representative Certificate.**

Faculty Search Committee Training

Course Number: COFST1 (ONLINE ONLY)

Required for all Faculty Search Committee members. Provides those selected to serve on Faculty search committees with guidance on recruitment, interviewing, and compliance issues, as well as a toolkit of easy-access links to proper forms, documents, and other resources to ensure excellence and consistency throughout the screening and hiring process.

***Counts towards the HR Department Rep Certificate and the Frontline Leadership Certificate.**

Family Medical Leave Act of 1993

Course Number: COFMLO

Provides an overview of the FMLA of 1993 and strategies for managing employees on FMLA leave.

***Counts toward the Frontline Leadership and HR Department Representative Certificates.**

Fundamentals of Discipline

Course Number: LSFDO

Reviews the supervisor's role in the University's Progressive and Cumulative Disciplinary Process, as well as an overview of Collective Bargaining Agreements.

***Counts toward the Frontline Leadership Certificate.**

New Employee Orientation

Course Number: <https://hr.fsu.edu/working-fsu/new-employees>

You must be an active employee to access all NEO presentations. NEO Introduces new employees to the University, providing important information on policies, procedures, benefits, important university contacts, and more. All new FSU employees are required to complete NEO. Once your employment status is active, submit the Certification of Completion form following the training to receive credit.

Performance Management

Course Number: LSPETO

Reviews how supervisors conduct annual reviews of their employees' work performance.

***Counts toward the Frontline Leadership Certificate.**

Staff Search Training

Course Number: COSST1

Provides those selected to serve on the Staff Search Hiring Team with guidance on recruitment, interviewing, and compliance issues, as well as a toolkit of easy-access links to proper forms, documents, and other resources to ensure excellence and consistency throughout the screening and hiring process. Everyone involved in staff hiring is encouraged to enroll. Mandatory training for Committee Chair.

***Counts towards the HR Dept Rep Certificate and the Frontline Leadership Certificate.**

Information Technology Systems Training Courses —

Basic Cybersecurity Training

Course Number: COCSTO

Florida State University has an ongoing commitment to secure FSU's technology environment and safeguard the data entrusted to us. Please complete the Cybersecurity Basics Training course required by the 4-OP-H-5 Information Security Policy. The course, developed by the ITS Information Security and Privacy Office, will help each employee apply a series of simple steps to prevent unauthorized access and protect our private information.

Campus Security Authority Training Course —

Clery Act Training For CSAs

Course Number: COCSA1

For the University to fulfill its responsibilities and maximize safety on campus, individuals throughout all parts of campus, not just law enforcement, must work together to report knowledge of crimes on campus. The goal of this training is to increase your understanding of the Clery Act and your roles and responsibilities as a Campus Security Authority (CSA) in reporting Clery Act crimes. In your role as a CSA, this training's objective is for you to be able to identify and report in good faith allegations of Clery Act crimes to campus police or security.

Certificate Series Orientation Courses —

D&I Cert Orientation

Course Number: PDDI01 (Online ONLY)

This course introduces participants to the FSU Diversity & Inclusion Certificate's purpose and goals. This session will outline the three components of the Certificate in detail. The presentation will also provide tips on how to navigate the Certificate's online site.

***Required for those interested in beginning the Diversity & Inclusion Certificate Series.**

Frontline Leadership Orientation

Course Number: LSFLL1 (Online ONLY)

Introductory class to the Frontline Leadership Program – a skill training program designed for new supervisors, developing team leaders or frontline supervisors focusing on team building, policies, procedures, legal, and compliance issues specific to Florida State University.

***Required for those interested in beginning the Frontline Leadership Certificate Series Program.**

Business Transaction Courses

Cash Management

Course Number: BTCMT1

This course is for departmental Cash Collection staff. Cash handling policies, procedures, internal controls, and guidelines will be covered. Specific responsibilities for the Biller/Invoicer, Cashier, Cash Point Supervisor, Deposit Preparer, and Reconciler will also be detailed.

P-Card Proxy Training

Self-Registration Link

Covers basic PCard administrative guidelines, card limits, the allowable list, and the responsibilities of Proxies and Cardholders. The class will include hands-on coding and approving PCard transactions, covering the frequently encountered situations in the weekly reconciliation process. The monthly Bank reconciliation process will be explained, along with an overview of the reconciliation/receipt imaging process.

Procurement Policies

Course Number: BTPUR2

This online class outlines the fundamentals of the procurement process at FSU and helps departmental personnel understand their role in that process through an interactive, scenario-based structure. It covers common pitfalls, threshold limits when competition is required, types of solicitations and provides a brief overview of P-Card. The course provides a basic overview for new employees and acts as a refresher for all others.

Property Training

Course Number: BTPT01

Designed primarily for departmental Property Managers and Property Custodians. However, all departmental financial representatives should find it beneficial. Property definitions and accounting, policies, procedures, and responsibilities are covered. Forms, queries, and resources will also be provided.

Purchasing Cardholder Training

Self-Registration Link

Covers the requirements and responsibilities of purchasing card cardholders. Before becoming a cardholder, this class must be completed, and a passing grade obtained in the post-test.

SpearMart Requester Training

Course Number: BTSRTO

Attendees will learn the new procedures to create shopping carts using catalogs and forms, submit requisitions, and manage orders in the new procurement system implemented in March 2017.

***This course is for current OMNI Requesters. Shoppers and Approvers are welcome as space permits.**

Travel Card Training

Self-Registration Link

Trains Travel Cardholders in Travel Card policies and procedures' fundamentals and responsibilities. This class is required for new Travel Card applicants or refresher training on Travel Card policies.

***If you are a travel representative or need to process Travel Card charges in OMNI, you must attend the in-person training class offered, BTTE03.**

Faculty Training Courses

Faculty Search Committee Training

Course Number: COFST1

Required for all Faculty Search Committee members. Provides those selected to serve on Faculty search committees with guidance on recruitment, interviewing, and compliance issues, as well as a toolkit of easy-access links to proper forms, documents, and other resources to ensure excellence and consistency throughout the screening and hiring process.

***Counts towards the HR Department Rep Certificate and the Frontline Leadership Certificate**

Registration Instructions

Faculty Expertise & Advancement System

Course Number: BTFEAO

Designed to train staff to become delegates on behalf of faculty within the Faculty Expertise and Advancement System (FEAS). Course material will cover logging in, serving as a delegate, entering data, and running reports. Course completion is required before delegate access will be granted to FEAS.

Promotion & Tenure Training

Course Number: BTOPTO

For department and college staff assisting faculty members in the eBinder preparation process within the new promotion and tenure customized workflow (available through myFSU HR).

***This training is for staff and is by invitation only.**

Student Central Training Courses —

Student Central Advisor Center

Course Number: SCADVC

In this introduction to the Student Records module of myFSU Student Central, instruction is provided on how to look up student personal and academic information in the system, interpret the program-plan stack and history, the basics of academic statistics hold, class search, and registration.

Trainees will move through the system in hands-on exercises designed to ensure comfortable navigating within the system, understanding how to read student data, and answering basic questions regarding searching and registering for classes. This course is appropriate for staff and faculty who use the student system intensively in their workday.

***Staff and faculty who change majors and perform enrollment functions must also register for Student Records 201.**

Student Records 201

Course Number: SCSR2

Covers administrative enrollment (registration) functions and student program/plan stacks management. Specific topics include the use of Quick Enroll and Enrollment Request, adding and dropping classes on a student's schedule, enrollment restrictions override and modifying variable credit classes, changing majors, adding and removing plans, and adding and removing

degrees. This course is appropriate for staff and faculty who perform drop/add and major changes as part of their job.

Pre-req: SCADVC

Wellness



Training and Organizational Development

Click the plus sign (+) on the right of each tab to view the course lists.

Self-Care Courses

Mindfulness

Course Number: PDMIND

What is mindfulness? Why is it important? How can you incorporate mindfulness into your daily life to improve mental and emotional well-being? Join us for this interactive workshop to explore

these questions and understand how mindfulness can benefit you.

Stressed Out

Course Number: PCPS01

Are you feeling "stressed out"? We all deal with stressors in our lives, but too much stress can be detrimental to our overall health—mentally, emotionally, and physically. Join us to learn some helpful ways to manage your stress and improve your overall well-being effectively!

Insurance and Retirement Courses —

Division of State Group Insurance Webinars

Course Number: [FSU TOD Training Calendar](#)

Join the Department of Management Services Division of State Group Insurance for their monthly webinar series. Check the Training & Organizational Development Training Calendar for upcoming workshops and registration information.

FRS Retirement Planning Workshops

Course Number: [FSU TOD Training Calendar](#)

The Florida Retirement Service (FRS) offers free financial planning workshop webcasts for FRS-covered employees that you can attend right from your desk. Check the Training & Organizational Development Training Calendar for upcoming workshops and registration information.

Retirement Seminars Sponsored by AIGNALIC

Course Number: [FSU TOD Training Calendar](#)

AIGNALIC offers free retirement strategy seminars to FSU employees. Check the Training & Organizational Development Training Calendar for upcoming workshops and registration information.

Financial Wellness Courses —

Weathering Market Volatility

Course Number: FLSWMV

You are invited to join us for an educational workshop. We will cover how to weather the storm of market volatility to ensure you maximize your growth potential by minimizing losses.

Retirement Income 5 Questions

Course Number: FLSRIQ

You are invited to join us for an educational workshop. We will be covering the five most common questions that need to be addressed to ensure you are prepared financially for retirement.

Virtual Financial Resources

Course Number: FLSFIR

Good financial health builds confidence. No matter where you are in life, you can benefit from improving your financial health. This workshop will provide ideas for how you can take simple steps to help you better manage your money today and save for long-term goals.

Let's Talk Credit

Course Number: FLSLTC

Get a boost in your credit knowledge. Join our Understanding Credit Workshop and learn about credit and how it may help you reach your goals.

Fundamental of Investing

Course Number: FLSFOI

Fundamentals of Investing seminar focuses on why to invest, what to invest in, how to invest, and where to invest in, giving you the basics of growing your savings.

Home Buyer Education

Course Number: FLSHBE

Learn steps of the buying process, prepare for expenses of homeownership, financial management of homeownership, post-purchase tips.

Identity Theft – Minimize the Risk

Course Number: FLSIDT

Introduction to the Green Office Program

Course Number: PDGOP1

The Introduction to the Green Office Program course is designed to empower participants to take part in FSU's Green Office Program. By the end of the session, participants will be able to 1) Define sustainability, 2) Describe ways the Green Office program contributes to FSU's sustainability goals, 3) Use the Green Office checklist to evaluate their office's contribution to sustainability, and 4) Identify campus resources that are available to enhance office sustainability. The session is interactive, involving personal reflection, group exercises, and hands-on practice with the Green Office checklist.

Sustainability & EDI

Course Number: PDSUS1

Equity, Diversity & Inclusion (EDI) is a core component of creating a more just and sustainable world. This course is designed to help us reframe our definition and perspective of sustainability and center the “people” sphere to better integrate social justice into all sustainability efforts. During the session, we will review and discuss a series of case studies that highlight the overlapping nature of environmental and social justice. We will also shed light on how these movements interact and influence each other and lay the groundwork for stronger connections and collaboration between allies.