



Training Course Catalog

Florida State University

Office of Human Resources
Training & Organizational Development

Training and Organizational Development Training Course Catalog

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Training Course Catalog

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

1. BUSINESS TRANSACTIONS TRAINING	
1.1 OMNI - FINANCIALS	
Course Name & Description	Course Code
Auxiliary Rate Calculation: For budget managers and fiscal personnel who prepare University auxiliary rate calculations. This class covers regulatory framework for a rate calculation, basic concepts for calculating a rate, an example of an auxiliary rate calculation along with 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.	BTBUD3
Cash Management: This online 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.	BTCMT1
E&G Rate and Salary Budgets: An overview of E&G rate, salary, and the resources available for managing E&G salary budgets.	BTRSB1
Faculty Expertise & Advancement System (FEAS): This online course is 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.	BTFEAO
Financial Reporting Tools: General Ledger Journal Processing and Reporting. This course will provide guidance on the various financial reporting tools available to University personnel. Participants will gain an understanding of how to obtain financial data from reports produced out of the OMNI General Ledger Module, OMNI Reporting Tools and OBI as well as via Queries. Prerequisite is BTFA01. <i>Counts toward the Financial Rep Certificate.</i>	BTFA02

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<p>General Ledger Reconciliation: This course is designed for OMNI users responsible for reconciling departmental ledgers. Reconciliation objectives, guidelines and a detailed walk through of the reconciliation process will be covered. Guidance on the reconciliation process will include a review of the use of OMNI and OBI reports, instructions on how to locate the most common source documents and a review of how to correct errors that are discovered.</p> <p>Prerequisites are BTFA01 & BTFA02. Counts toward the Financial Rep Certificate.</p>	BTFA03
<p>Hyperion Budget Training: <i>Enrollment in this training is by invitation only.</i> This class provides instruction on how to enter an annual operating budget in Hyperion Budget System.</p>	BTHYB1
<p>Hyperion Salary Training: <i>Enrollment in this training is by invitation only.</i> This class covers how to make changes to positions for building your salary budgets and running new OBI reports for budgeted positions.</p>	BTHYS1
<p>Improving Internal Controls and Reducing the Risk of Fraud at Florida State University: 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 especially helpful for those offices that deal with fiscal matters.</p> <p>Counts toward the Financial Rep Certificate and the Frontline Leadership Certificate.</p>	COICO1
<p>Introduction to Auxiliaries: For Budget Managers and other fiscal personnel. An introduction to Auxiliaries, including how to create 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.</p>	BTBUD2
<p>Introduction to University Accounting: This course targets users who are new to university accounting and/or OMNI Financials. Participants will gain an understanding of OMNI Financials and concepts such as Ledgers, Chart fields and Journal Entries. They will also be given a number of resources that are useful for employees in Financial & Accounting positions at FSU. Completion of this course is a prerequisite to BTFA02 & BTFA03. Counts toward the Financial Rep Certificate.</p>	BTFA01
<p>myFSU BI Analytics: This course is designed to help users learn how to create a basic financial analysis and edit existing Dashboard reports in myFSU BI.</p>	BTBIA1
<p>Procurement Policies: (Online only) 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. Counts toward the Financial Rep Certificate. NOTE: No Post-test is required after completing this course.</p>	BTPUR2

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<p>Promotion & Tenure Training (Online): For department and college staff who will be assisting faculty members in the eBinder preparation process within the new promotion and tenure customized workflow (available through myFSU HR). <i>This training is for staff and is by invitation only.</i></p>	BTOPTO
<p>Property Training: 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. NOTE: <i>This course is <u>temporarily</u> being accepted towards the Financial Representative Certificate until further notice.</i></p>	BTPT01
<p>Property Training: Designed for departmental Property Managers, Property Custodians and departmental financial representatives who are seeking credit for the Financial Representative Training Certificate. Property definitions and accounting, policies, procedures, and responsibilities will be covered. Forms, queries and resources will also be provided. Counts toward the Financial Rep Certificate.</p>	BTPT02
<p>SpearMart Requester Training: Attendees will learn the procedures to create shopping carts using catalogs and forms, submit requisitions, and manage orders in the procurement system.</p>	BTSRT1 – Live Delivery BTSRT0 – Online
<p>Travel Expense & T-Card for Representatives & Approvers: This course trains travel representatives, Travel Card holders and approvers in the fundamentals of travel & expenses and the travel card in Concur. Participants will gain an understanding of travel & travel card policy and Concur concepts such as: creating, submitting & approving travel requests, processing expense reports for travel reimbursements & Travel Card purchases. Counts toward the Financial Rep Certificate.</p>	BTTE03
<p>Travel Card Online Training: Note: This course DOES NOT count towards the Financial Rep Certificate. Trains Travel Card holders in the fundamentals and responsibilities of Travel Card policies and procedures. This class is required for new Travel Card applicants or for 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, Course Code BTTE03.</p>	BTTE04

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Understanding Internal Billing: This course targets users from buying departments who order goods from internal auxiliaries, or users who are new to OMNI Financials. Participants will gain an understanding of internal billing processes from the perspective of the buying department. Topics covered range from understanding how to create internal purchase orders to researching invoice and payment data via queries and reports. Primarily geared towards PO requestors, budget managers, and staff responsible for processing financial transactions. **Counts toward the Financial Rep Certificate.**

BTUIB1

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1. BUSINESS TRANSACTIONS TRAINING

1.2 OMNI – HUMAN RESOURCES

Course Name & Description	Course Code
<p>Attendance and Leave Policy: Participants will be provided in-depth knowledge of the attendance & leave policies and procedures at Florida State University. Utilizing an open-lecture method of communication, 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 and 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. <i>Counts toward the HR Department Representative Certificate. This Course is also available online – Course Number: COALO</i></p>	COAL01
<p>Criminal History Background Check Process: 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 properly and efficiently administering the background check process for their departments. This course is highly recommended for Department Representatives and Hiring Managers. <i>Counts toward the HR Department Representative Certificate. Also available online as Course Number: COCHBO</i></p>	COCHB1
<p>EDM: International Hires & 1-9s (Online): 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 the Form I-9.</p>	COINT0
<p>EDM Processes: This class is designed to give HR department representatives a better understanding of appointment processes for US citizens as they relate to electronic and paper personnel action forms for employees. Useful appointment tracking tools will be demonstrated to assist you with your daily tasks.</p>	COUSC1
<p>eTime for Department Reps and Supervisors: Focuses on training end-users and how to successfully use OMNI Manager Self-Service for Attendance & Leave. Participants will learn how to report time for weekly elapsed and punch time and manage exceptions (errors), approvals, and payable time. This course also shows participants how to create a Parature ticket and how to access and use the reports in OBIE. <i>Counts toward the HR Department Representative Certificate.</i></p>	BTTL01

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<p>Express Pool Hiring 101: Learn how to use the OPS Express, GA Express, and Faculty OPS Express methods for hiring.</p>	<p>BTREC2</p>
<p>Faculty Search Committee Training (Online only): 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 useful forms, documents and other resources to ensure excellence and consistency throughout the screening and hiring process. To enroll in training, go to searchtraining.hr.fsu.edu</p> <p><i>Counts towards the HR Department Rep Certificate.</i></p>	
<p>Form I-9, Guardian, E-Verify: This class offers an in-depth look at the I-9 Process including how to properly complete the I-9 Form, how to navigate the Guardian software, how to complete an E-Verify case, and how to approach an I-9 Audit.</p>	<p>COI92</p>
<p>OMNI e-Recruit: Trains HR representatives how to successfully manage and administer 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.</p> <p><i>Counts toward the HR Department Representative Certificate.</i></p>	<p>BTREC1</p>
<p>Smart Onboarding: 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. <i>Counts towards the HR Department Rep Certificate and is temporarily available online as BTSMT0 until further notice.</i></p>	<p>BTSMT1</p>
<p>Staff Search Committee Training (Online only): 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 useful forms, documents and other resources to ensure excellence and consistency throughout the screening and hiring process. To enroll in training, visit searchtraining.hr.fsu.edu</p> <p><i>Counts towards the HR Department Rep Certificate</i></p>	
<p>Workers Compensation Program Training: This class will provide department representatives and supervisors an overview of the University's Workers' Compensation Program. Participants will gain knowledge of how to report a workplace injury or illness, reporting leave time for injured workers, and the roles and responsibilities of the department representative, supervisor, and the employee when managing a work-related injury or illness.</p>	<p>COWC01</p>

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1. BUSINESS TRANSACTIONS TRAINING

1.3 INSTITUTIONAL RESEARCH

1. BUSINESS TRANSACTIONS TRAINING 1.3 INSTITUTIONAL RESEARCH	
Course Name & Description	Course Code
<p>AOR Overview for Dept Reps: This class provides a general overview of the Assignment of Responsibilities process at Florida State University, as well as the OMNI-based AOR system which is now required for AOR submissions. It will cover how to setup the required department user roles in the system, as well as generate and submit AORs for department faculty members.</p>	AORSO
<p>FACET EX Effort Certification: 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 how to prepare and submit FACET Exempt reports for certification by employees. Target Audience: Department FACET Representatives</p>	BTFAC6
<p>Instructor Funding Interface: This class provides an overview of the FACET Instructor Funding interface. This interface is designed to allow department representatives to assign valid funding for courses in compliance with Florida law. It will cover basic knowledge of instructor funding process, updating course data, and requesting the proper eORR security roles to access the interface.</p>	BTFAC7

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1.4 SPONSORED RESEARCH ADMINISTRATION

Course Name & Description	Course Code
eSPEAR: This web-based certificate series will introduce you to the various offices within the Office of Research, and the roles and responsibilities of each. You will also be introduced to the fundamentals of research administration, as well as 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 .	eSPEAR
eSPEAR Capstone Course: This course is the capstone course for completion of the eSPEAR Certificate Series. <i>Successful completion of the eSPEAR modules is a pre-requisite for enrollment in eSCAP.</i>	ESCAP
Finding Funding for Your Project: Participants will learn about the different search engines available for use and will guide you through a search process demonstration.	ESP11
Export Control and Conflict of Interest: An overview of the laws used to regulate the dissemination of material to foreign persons/nations/nationals through export controls and conflict of interest policies and procedures that relate to different funding agencies.	ESP12
Human Subjects: To protect the welfare of human subject participants, federal regulations give authority to the Institutional Review Board to oversee the welfare of human subject participants. This class will discuss the federal and university regulations and policy and procedures that must be adhered to in order to protect them.	ESP13
Animal Care: 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.	ESP14
Intellectual Property: 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 type of intellectual property.	ESP15
Open Access, Data Management and Grants Compliance: Covers the services and initiatives FSU Libraries offer to support these areas of growth, and provides some examples using the NIH Public Access Policy. This course is a pre-requisite for ESP17.	ESP16
Best Practices & Resources for Data Management: As more federal agencies make data management plans a required part of grant application, researchers are left with questions on how to fulfill these new requirements. This workshop will explore tools and services related to assisting researchers in writing data management plans for grant application. ESP16 is a pre-requisite for this course	ESP17

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FSURF Business Practices and Procedures: An overview of the business practices and procedures for Research Foundation projects will be reviewed in this session.	ESP18
Tuition Waivers and Projects: An overview of how tuition is charged to sponsored projects for graduate students working on awards.	ESP19
National Institutes of Health / NIH: Provides detailed insight into NIH which will include types of grants issued, Public Health Service Financial Conflict of Interest, budgets, applications, eRA Commons and awards.	ESP20
National Science Foundation / NSF: This session will provide detailed insight into NSF which will include types of grants issued, Fastlane, proposal requirements, revised budgets, award term and conditions, etc.	ESP21
State of Florida Agencies: Focuses on the proposal submission processes, terms and conditions, budgetary and programmatic amendments to State of Florida sponsored awards.	ESP22

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1.5 STUDENT CENTRAL

Course Name & Description	Course Code
<p>BI Power User: Term Statistics: The first in a series targeted to 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 how to build analyses and pivot tables using several targeted exercises. Users will navigate student-specific information by term, including primary program/plan, program action, and academic level (freshman, etc.), and learn about the various dimensions available in the Term Statistics subject area. <i>This class is the prerequisite to Class Enrollment (BICE2)</i></p>	BITS1
<p>BI Power User: Class Enrollment: The second in a series targeted to BI power users, the Class Enrollment subject area contains data relating to classes and the primary instructors and students who are 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. At the conclusion of this training series, users will have a suite of highly customizable reports to help them make decisions that impact our students. <i>Term Statistics (BITS1) is a prerequisite to this class and this class is the pre-requisite to BI Power User: Class Meeting Pattern (BICMP3)</i></p>	BICE2
<p>BI Power User: Class Meeting Pattern: 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 the use of report prompts and driving queries. Instructors lead trainees through several practice exercises to navigate existing dashboards and to build OBI analyses, work with trainees to gain access to 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. <i>The prerequisite for this course is BI Power User Training #2: Class Enrollment (BICE2)</i></p>	BICMP3
<p>Student Central Advisor Center: This online training course will provide full-time faculty/staff who deliver undergraduate academic advising services (including advising, academic success coaching, and mapping) with a foundational knowledge of related functions and tools in Student Central. Opportunities for additional training to obtain access to update student enrollment functions (placing holds, adding, dropping, and swapping courses manually, etc.) will be discussed. <i>Offered online only.</i></p>	SCADVC

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<p>Student Records 101: 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 comfort with navigating within the system, understanding how to read student data, and answer basic questions from students regarding searching and registering for classes. This course is appropriate for staff and faculty who use the student system intensively in the course of their workday. Casual users who may only occasionally need to look up a student's contact information or schedule would be best served taking advantage of short online tutorials available at a later date. 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. Offered online only.</p>	<p>SCSR1</p>
<p>Student Records 201: This course covers administrative enrollment (registration) functions and management of student program/plan stacks. Specific topics include the use of Quick Enroll and Enrollment Request; adding, dropping and swapping; enrollment restrictions, 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/or major changes as part of their job. Trainees who do not need a very comprehensive view of major changes may leave at a predetermined time and get credit for Student Records 200. Please discuss with instructor upon arrival in class. Prerequisite Required: Student Records 101. Offered online only.</p>	<p>SCSR2</p>

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2. CUSTOMER SERVICE TRAINING	
Course Name & Description	Course Code
<p>Bridging Cultures I: 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. <i>Counts toward Global Partner Certificate and toward HR Customer Service Certificate.</i></p>	CSBC01
<p>Conflict Communication Skills: Conflict is unavoidable. And though it can cause damage if handled poorly, if handled well it can actually strengthen your workplace, your relationships, and/or your whole organization. Learn about different conflict styles, including your own, and learn and practice constructive ways to manage and de-escalate conflict. <i>Counts toward the Customer Service Certificate</i></p>	PDCCS1
<p>Cross Generational Strategies: By 2020, five generations will be employed alongside one another in the workplace. With four generations in the workforce today, tensions are inevitable, but problems are avoidable. These generations think differently, vote differently, buy differently, and dress differently. Work ethic, respect, turnover, dress code, communication tools, and fun at work can create real problems for the workplace, or they can provide opportunities to bring the generations together. The bottom line is that what worked in the past doesn't work now. Members of one generation will often grumble about another generation using stereotypes that hinder a team with needless sticking points. This course will show you a practical approach to get the five generations working together. Also available by request for department or group presentations.</p>	PDCGS1
<p>Speaking Your Customers Language: Florida State University's advanced customer service training. This interactive class focuses on advanced principles and skills in dealing with customer service issues. Attention is also given to the importance of supporting good customer service with a culture of service excellence across the University campus. <i>Course counts toward the Customer Service Certificate.</i></p>	CSAC01

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3. COMPLIANCE AND ORGANIZATIONAL DEVELOPMENT TRAINING

Course Name & Description	Course Code
<p>Assessment of Institutional Effectiveness for Academic Units - The training is designed to support academic faculty and staff in assessing and reporting 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.</p>	COIEP2
<p>Assessment of Institutional Effectiveness for Academic & Student Support Services Units: The training is designed to support members of academic and student services units in assessing and reporting 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.</p>	COIEP3
<p>Assessment of Institutional Effectiveness for Administrative Units: The training is designed to support administrative units' staff in assessing and reporting 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.</p>	COIEP4
<p>ADA: Understanding the Americans with Disabilities Act: 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. <i>Counts toward the Frontline Leadership Certificate and as a D&I Elective. Available online as Course Number: COADA0</i></p>	COADA2

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<p>Attendance and Leave Policy: Participants will be provided in-depth knowledge of the attendance & leave policies and procedures at Florida State University. Utilizing an open-lecture method of communication, 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 and 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. Available online Course Number: COALO</p>	COAL01
<p>Basic Cybersecurity Training: Florida State University has an ongoing commitment to secure FSU's technology environment and safeguard the data that 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 own private information. Available online only. 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.</p>	COCSTO
<p>Clery Act Training for CSAs: In order 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. The objective of this training is for you, in your role as a CSA, to be able to identify and report in good faith allegations of Clery Act crimes to campus police or security. Available online only</p>	COCSA1
<p>Criminal History Background Check Process: 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 properly and efficiently administering the background check process for their departments. This course is highly recommended for Department Representatives and Hiring Managers. This class counts toward the HR Department Representative Certificate. Also available online as Course Number: COCHBO</p>	COCHB1
<p>Equal Opportunity & Compliance: Learn how to navigate through the minefields of employment law by examining issues related to Equal Employment Opportunity Law 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 how to recognize and avoid 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 D&I Elective.</p>	COEEO1

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<p>Embracing Diversity: The Office of Human Resources delivers unique and interactive diversity training, reaching far beyond race, culture, gender, sensitivity and tolerance. This training course covers an overview to diversity and inclusion, such as history, definitions, what diversity & inclusion means to FSU. Through interactive activities and videos participants are introduced to the value proposition for diversity — “What’s in It for Me?” (WIIFM), culture as a framework for understanding diversity, different generations in the workplace, tools on how to handle conflicts and much more. <i>Counts as an elective towards the Diversity & Inclusion Certificate</i></p>	CODIV2
<p>Faculty Search Committee Training (Online only): 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 useful forms, documents and other resources to ensure excellence and consistency throughout the screening and hiring process. <i>Counts towards the HR Dept Rep Certificate Series</i></p> <p>To enroll in training, click searchtraining.hr.fsu.edu</p>	
<p>Family Medical Leave Act of 1993: Provides an overview of the FMLA of 1993 and strategies on how to manage employees who are on FMLA leave. <i>Counts toward the Frontline Leadership, and HR Department Representatives Certificates. Available online as Course Number: COFMLO</i></p>	COFML1
<p>Federal Work Study: 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 as well as work study do’s and don’ts. <i>Typically scheduled during Summer Semester only. Target Audience – Department Payroll Representatives and persons of interest</i></p>	COFWS1
<p>Form I-9, Guardian, E-Verify: This class offers an in-depth look at the I-9 Process including how to properly complete the I-9 Form, how to navigate the Guardian software, how to complete an E-Verify case, and how to approach an I-9 Audit. <i>This class counts towards the HR Department Representative Certificate.</i></p>	COI92

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<p>Kognito – At-Risk for Faculty and Staff: Kognito’s <i>At-Risk for Faculty and Staff</i> is an online simulation 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 member-student situation</p> <p>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:</p> <ul style="list-style-type: none"> • Visit https://fsu.kognito.com/ on the FSU University Counseling Center’s website • Sign in with your FSU account credentials • Launch Kognito’s <i>At-Risk for Faculty and Staff</i> 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>If you have questions about the training or for more information, please contact Jaymee Spannring, Kognito liaison, University Counseling Center at: jspannring@fsu.edu.</p>	
<p>Providing Academic Accommodations to Students: 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. In this discussion, we will talk about how to make 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, and provide resources and suggestions for implementing universal design in the classroom.</p>	SDRC01
<p>Records Management: Available to all FSU employees. This course is highly recommended for individuals who are 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 is compliance with Florida’s Public Records Law.</p> <p><i>Counts toward the HR Department Representative Certificate</i></p>	CORMT

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<p>Sexual Misconduct Awareness & Prevention Training: This course is for all FSU employees and reviews FSU's Policies on Sexual Misconduct and Non-retaliation. Covered material includes: the definition of sexual harassment; University reporting requirements if you witness or learn of sexual harassment; University complaint procedures; and how to respond to sexually harassing behavior. Strategies to avoid potentially harassing behavior are also addressed. After completing this course, attendees will know University expectations regarding workplace behavior in the sexual harassment arena, what to do if they are being sexually harassed, what to expect if they are suspected of harassment, and who to contact on campus for assistance with these issues.</p>	COSHP1
<p>Smart Onboarding: 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.</p> <p><i>This class counts towards the HR Department Rep Certificate and is temporarily available online as BTSMT0 until further notice.</i></p>	BTSMT1
<p>Staff Search Committee Training (Online only): 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 useful forms, documents and other resources to ensure excellence and consistency throughout the screening and hiring process.</p> <p><i>Counts towards the HR Dept Rep Certificate Series</i></p> <p>To enroll in training, click searchtraining.hr.fsu.edu</p>	
<p>Workplace Accidents, Prevention & Management: Examines how to prevent workplace accidents and what to do should one occur; also workers compensation and automobile liability.</p> <p><i>Counts toward the Frontline Leadership Certificate</i></p>	COWA01

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4. LEADERSHIP AND SUPERVISORY TRAINING

Course Name & Description	Course Code
<p>ADA: Understanding the Americans with Disabilities Act: Learn 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 Elective. Available online as Course Number: COADAO</p>	COADA2
<p>EAP for Supervisors: 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.</p>	LSEAP1
<p>Equal Opportunity & Compliance: Learn how to navigate through the minefields of employment law by examining issues related to Equal Employment Opportunity Law 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 how to recognize and avoid 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 D&I Elective</p>	COEEO1
<p>Family Medical Leave Act of 1993: Provides an overview of the FMLA of 1993 and strategies on how to manage employees who are on FMLA leave. This course counts toward the Frontline Leadership, and HR Department Representatives Certificates. Available online as Course Number COFMLO</p>	COFML1

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<p>Frontline Leadership Orientation: Introductory class to the Frontline Leadership Program - a skill training program designed for new supervisors, developing team leaders or front-line supervisors with a focus on team building, policies, procedures, legal and compliance issues that are specific to Florida State University. <i>Required for those interested in beginning the Frontline Leadership Certificate Series Program. Available only online.</i></p>	<p>LSFLL1</p>
<p>Fundamentals of Discipline & Collective Bargaining Contract Administration: The supervisor's role in the University's Progressive and Cumulative Disciplinary Process; also reviews Collective Bargaining Agreements. <i>Counts toward the Frontline Leadership Certificate. Available online as Course Number: LSFDO</i></p>	<p>LSFD01</p>
<p>Leadership and Change: This course explores the nature of change and transition, and how it relates to leadership. Strategies to understand and effectively facilitate change will also be discussed. <i>Counts toward the Frontline Leadership Certificate</i></p>	<p>LSLC01</p>
<p>Improving Internal Controls and Reducing the Risk of Fraud at Florida State University: 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 especially helpful for those offices that deal with fiscal matters. <i>Counts toward the Frontline Leadership & Financial Representative Certificates</i></p>	<p>COICO1</p>
<p>Performance Management Training: Provides supervisors with an overview of the performance management process; this includes a review of University performance evaluation policies and procedures, and addresses dealing with employee performance issues. <i>Counts toward the Frontline Leadership Certificate. Available online as Course Number: LSPETO</i></p>	<p>LSPET1</p>
<p>Supervisor Sexual Misconduct Awareness & Prevention Training: Addresses the responsibilities and duties of FSU supervisors regarding suspected instances of sexual misconduct on campus. Special emphasis is placed on recognizing sexual harassment (Quid Pro Quo and Hostile Environment), proactively managing the workplace to minimize occurrence, reporting requirements applicable to supervisors, possible disciplinary action, complaint procedures, and non-retaliation policies. After completing this course, supervisors will know how to handle sexual harassment complaints if they arise, how to respond to a sexual battery incident, and who to contact on campus for assistance with these issues. <i>Counts toward the Frontline Leadership Certificate</i></p>	<p>LSSH1</p>

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<p>Team Dynamics/Team Building: How is your team doing? This workshop has three goals: 1) help each individual member learn more about his/her own personal style, 2) help everyone learn more about their coworkers' personal styles, and 3) help everyone to utilize this knowledge in a practical way that improves the workplace environment by strengthening the team. There are no bad types! Through a series of exercises and discussion 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”</p> <p><i>Counts toward the Frontline Leadership Certificate.</i></p>	LSTD01
<p>Workplace Accidents, Prevention & Management: Examines how to prevent workplace accidents and what to do should one occur; also workers compensation and automobile liability.</p> <p><i>Counts toward the Frontline Leadership Certificate</i></p>	COWA01

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5. DIVERSITY AND INCLUSION TRAINING

Course Name & Description	Course Code
<p>Bridging Cultures I: 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. Please note: You must complete this course prior to attending Bridging Cultures II. It is most efficient to complete all 4 sessions within a semester, however, you may complete all sessions within 1 year in the following order: Bridging Cultures 1 and 2 during one semester, and Bridging Cultures 3 and 4 during the following semester. Counts towards CGE Global Partner Certificate and toward HR Customer Service Certificate</p>	CSBC01
<p>Bridging Cultures II: Cross-Cultural Encounters (with IES) This session will emphasize real-life cross-cultural situations and engage participants in a variety of simulation activities. Participants will also complete a self-assessment Intercultural Effectiveness Scale (IES) and learn how to develop strategies for more effective cross-cultural engagement. Please note: It is most efficient to complete all 4 sessions within a semester. However, you may complete all sessions within 1 year in the following order: Bridging Cultures 1 and 2 during one semester and Bridging Cultures 3 and 4 during the following semester. You must have taken Bridging Cultures I and be working towards CGE Global Partner Certificate.</p>	CSBC02
<p>Bridging Cultures III: Managing Intercultural Conflict - This workshop will introduce participants to various styles of intercultural conflict management and negotiation processes. Participants will learn how to assess their cultural management style in order to be more effective when working across cultures and manage cultural issues successfully. Please note: It is most efficient to complete all 4 sessions within a semester. However, you may complete all sessions within 1 year in the following order: Bridging Cultures 1 and 2 during one semester, and Bridging Cultures 3 and 4 during the following semester. You must have taken Bridging Cultures I and Bridging Cultures II and be working towards CGE Global Partner Certificate.</p>	CSMIC1
<p>Bridging Cultures IV: Developing Global Competence & Lessons Learned. This session will address the process of 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. Please note: It is most efficient to complete all 4 sessions within a semester. However, you may complete all sessions within 1 year in the following order: Bridging Cultures 1 and 2 during one semester, and Bridging Cultures 3 and 4 during the following semester. You must have taken Bridging Cultures I, Bridging Cultures II, and Bridging Cultures III and be working toward CGE Global Partner Certificate.</p>	CSDGC

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<p>Cross Generational Strategies: By 2020, five generations will be employed alongside one another in the workplace. With four generations in the workforce today, tensions are inevitable, but problems are avoidable. These generations think differently, vote differently, buy differently, and dress differently. Work ethic, respect, turnover, dress code, communication tools, and fun at work can create real problems for the workplace, or they can provide opportunities to bring the generations together. The bottom line is that what worked in the past doesn't work now.</p> <p>Members of one generation will often grumble about another generation using stereotypes that hinder a team with needless sticking points. This course will show you a practical approach to get the five generations working together. Available upon request for delivery to departments and groups.</p>	PDCGS1
<p>Cultural Competence & Higher Education: Provides participants with an understanding of multiculturalism and cultural competence within the broad context of higher education. This session will focus on enhancing our awareness, knowledge and skills in the area of multicultural competence in order 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.</p> <p><i>Counts toward the Diversity & Inclusion Certificate Series.</i></p>	PDDI02
<p>Cultural Competence in Administration & Management: Explores cultural competence as it relates 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.</p> <p><i>Counts toward the Diversity & Inclusion Certificate Series.</i></p>	PDDI03
<p>Cultural Competence in Teaching & Research: 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.</p> <p><i>Counts toward the Diversity & Inclusion Certificate Series</i></p>	PDDI04
<p>D&I Cert Orientation: This workshop is designed to introduce participants to the purpose and goals of the FSU Diversity & Inclusion Certificate. This session will outline the three components of the certificate in detail and will also provide tips on how to navigate the Certificate's site online</p> <p><i>Counts toward the Diversity & Inclusion Certificate Series. Available onlyonline.</i></p>	PDDI01

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<p>Embracing Diversity: Cultivating Respect and Inclusion: Embracing Diversity: Cultivating Respect and Inclusion- The Office of Human Resources delivers unique and interactive diversity training, reaching far beyond race, culture, gender, sensitivity and tolerance. This training course covers an overview to diversity and inclusion, such as history, definitions, what diversity & inclusion means to FSU. Through interactive activities and videos participants are introduced to the value proposition for diversity—What's In It For Me... "WII FM", culture as a framework for understanding diversity, different generations in the workplace, tools on how to handle conflicts and much more. <i>Counts as an elective towards the Diversity & Inclusion Certificate</i></p>	<p>CODIV2</p>
<p>NCBI Prejudice Reduction Workshop: 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 micro aggressions 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 reflection, pair and share, and small-group activities. <i>Counts as an elective towards the Diversity & Inclusion Certificate</i></p>	<p>PDNCBI</p>
<p>Allies & Safe Zones: Allies & Safe Zones is an ally development program to promote acceptance and support of Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, Pansexual, and Two-Spirit-identifying (LGBTQ+) people. Allies & Safe Zones is coordinated through the offices of the Department of Student Governance & Advocacy at Florida State University and is offered regularly to the campus community. The program is open to all, regardless of orientation, identity, or expression. The Allies and Safe Zones workshops provide training in allyship and contemporary LGBTQ issues. Please visit https://sga.fsu.edu/safe_zone-programs-registration.shtml for upcoming scheduled workshops and registration information. <i>Counts as an elective towards the Diversity & Inclusion Certificate</i></p>	

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6. PERSONAL DEVELOPMENT TRAINING

Course Name & Description	Course Code
<p>Coaching Skills I - Building Authentic Student Connection: This workshop will provide participants with the fundamentals for effective student meetings, which begins with connecting and practicing non-judgement. Participants will be presented with recent research on the importance behind connection as well as opportunities to role play and practice building connections with others.</p>	PDSCS1
<p>Coaching Skills II - Guidelines for Listening and Asking Questions: 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. <i>Prerequisite: Coaching Skills I and working toward the Student Coaching Skills Certificate.</i></p>	PDSCS2
<p>Coaching Skills III - Framing Student-Centered Meetings: This workshop will provide participants with the skills necessary to frame meetings with students in order to address the student's goals and ensure the meeting remains efficient and timely. Participants will be provided time to review skills, sample verbiage to assist with achieving the student's meeting goals, and opportunities to role play. <i>Prerequisites: Coaching Skills I and Coaching Skills II and working toward the Student Coaching Skills Certificate</i></p>	PDSCS3
<p>Coaching Skills IV - Implementing a Solution Focus Technique with Confidence: This workshop will provide participants with the skills necessary to uncover solutions with students and exhibit confidence in utilizing the skills in order to best support various student populations regardless of the issue. Participants will be provided sample verbiage and role play opportunities. <i>Prerequisites: Coaching Skills I, Coaching Skills II, Coaching Skills III and working toward the Student Coaching Skills Certificate.</i></p>	PDSCS4
<p>Communicate with Confidence: Everyone wants to communicate their ideas effectively, whether in a classroom, a conference room, or one-on-one in your supervisor's office. If you have ever found yourself wondering how to get your ideas across more clearly and confidently, this workshop is for you. By the end of this training, you will develop strategies for expressing your ideas in a way that demonstrates your confidence. <i>Counts towards the Professional Communication Series</i></p>	PCCC01

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<p>Kognito – At-Risk for Faculty and Staff: Kognito’s <i>At-Risk for Faculty and Staff</i> is an online simulation 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 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:</p> <ul style="list-style-type: none"> • Visit https://fsu.kognito.com/ on the FSU University Counseling Center’s website • Sign in with your FSU account credentials • Launch Kognito’s <i>At-Risk for Faculty and Staff</i> 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>If you have questions about the training or for more information, please contact Jaymee Spannring, Kognito liaison, University Counseling Center at: jspannring@fsu.edu.</p>	
<p>Microsoft Excel I: Designed to help users learn how to create a spreadsheet, format a spreadsheet, manipulate data, utilize formulas, and generate charts. In addition, the material also covers some useful tips and keyboard shortcuts.</p>	PDXLS1
<p>Microsoft Excel II: Designed to help users learn how to create a pivot table, manipulate a pivot table, and make use of the VLOOKUP function. Users may find it helpful to first attend the Introduction to Excel class, where many of the basic Excel functions are covered.</p>	PDXLS2
<p>Microsoft Excel III: Microsoft Excel III is designed for an advanced Excel user who is already familiar with intermediate formulas and functions (such as VLOOKUP and Pivot Tables). This class will go further and explore some of the more advanced formulas and functions in Excel, such as:</p> <ul style="list-style-type: none"> • 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 <p>The Excel I & II classes are NOT required for this class; however, attendees should be able to perform the formulas and functions covered in those classes before attending Excel III.</p>	PDXLS3
<p>Mindfulness: What is mindfulness? Why is it important? How can you incorporate mindfulness into your daily life to improve mental and emotional well-being? Come join us for this interactive workshop to explore these questions and gain insight into how mindfulness can be beneficial to you.</p>	PDMIND

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<p>Performance Feedback: Giving and receiving feedback is an important part of workplace culture but providing effective feedback can be a challenge. Through instruction and activity, this session covers when to give feedback, elements of effective delivery, and a model for discussing performance concerns. By attending this training, you will enhance your understanding of the purpose of feedback and develop effective communication and reflection skills.</p> <p><i>Counts towards the Professional Communication Series</i></p>	<p>PCPF01</p>
<p>Power of Words: 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.</p> <p><i>Counts towards the Professional Communication Series</i></p>	<p>PCPW01</p>
<p>Presentation Skills: Tired of using the same PowerPoint templates? Curious about how to liven up your trainings? Join us for Presentation Renovation, a look at how to create effective and engaging presentations using PowerPoint and more. This session will cover tips from Presentation Zen author, Garr Reynolds, about how to use simple ideas to transform all your presentations.</p> <p><i>Counts towards the Professional Communication Series</i></p>	<p>PCPS01</p>
<p>Stressed Out: Are you feeling "stressed-out"? We all deal with stressors in our lives, but too much stress can be very detrimental to our overall health—mentally, emotionally, and physically. Come join us to learn some helpful ways to effectively manage your stress and improve your overall well-being!</p>	<p>PDSCO01</p>

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7. COMPUTER BASED TRAINING

NOTE: CBT courses can be completed at any time. The 12/31/20XX date is used as a session date for all Computer Based Training (CBT) classes so that employees may register at any time. Once registered, employee will receive instructions to access the CBT training in CANVAS.

Course Name & Description	Course Code
<p>ADA: Understanding the Americans with Disabilities Act (Online): Examines 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. <i>Counts toward the Frontline Leadership Certificate & D&I Elective.</i></p>	COADAO
<p>Attendance and Leave Policy (Online): Participants will be provided in-depth knowledge of the attendance & leave policies and procedures at Florida State University. Utilizing an open-lecture method of communication, 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 and 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. <i>Counts towards the HR Department Representative Certificate.</i></p>	COALO
<p>Basic Cybersecurity Training (Online): Florida State University has an ongoing commitment to secure FSU's technology environment and safeguard the data that 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 own private information.</p>	COCSTO
<p>Cash Management (Online): 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.</p>	BTCMT1
<p>Clery Act Training For CSAs (Online) : In order 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. The objective of this training is for you, in your role as a CSA, to be able to identify and report in good faith allegations of Clery Act crimes to campus police or security.</p>	COCSA1

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<p>Criminal History Background Check Process (Online): 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 properly and efficiently administering the background check process for their departments. This course is highly recommended for Department Representatives and Hiring Managers.</p> <p>Counts toward the HR Department Representative Certificate.</p>	COCHBO
<p>D&I Cert Orientation (Online): Designed to introduce participants to the purpose and goals of the FSU Diversity & Inclusion Certificate. 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. Counts toward the Diversity & Inclusion Certificate Series.</p>	PDDI01
<p>Employee Data Management - International Hires and I-9s (Online): 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 I-9.</p>	COINTO
<p>Faculty Search Committee Training (Online): 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 useful forms, documents and other resources to ensure excellence and consistency throughout the screening and hiring process. Everyone involved in faculty hiring is encouraged to enroll. Mandatory training for Committee Chair.</p> <p>Counts towards the HR Department Rep Certificate.</p> <p>To enroll in training, click https://searchtraining.hr.fsu.edu</p>	
<p>Family Medical Leave Act of 1993 (Online): Provides an overview of the FMLA of 1993 and strategies on how to manage employees who are on FMLA leave.</p> <p>Counts toward the Frontline Leadership, and HR Department Representative Certificates.</p>	COFMLO
<p>Faculty Expertise & Advancement System (Online): 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.</p>	BTFEAO
<p>Frontline Leadership Orientation (Online): Introductory class to the Frontline Leadership Program - a skill training program designed for new supervisors, developing team leaders or front-line supervisors with a focus on team building, policies, procedures, legal and compliance issues that are specific to Florida State University. Required for those interested in beginning the Frontline Leadership Certificate Series Program. Available only online.</p>	LSFLL1
<p>Fundamentals of Discipline (Online): 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.</p>	LSFDO

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<p>New Employee Orientation or NEO (Online): 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. Submit the Certification of Completion form following the training to receive credit.</p> <p><u>Access at: hr.fsu.edu > <u>Working at FSU</u> > <u>New Employee Information</u></u></p>	
<p>PCard Proxy Training (Online): 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 of PCard transactions, covering the situations frequently encountered in the weekly reconciliation process. The monthly Bank reconciliation process will be explained, along with an overview of the reconciliation/receipt imaging process.</p>	BTPCD1
<p>Performance Management (Online): Reviews how supervisors should conduct annual reviews of their employees' work performance. <i>Counts toward the Frontline Leadership Certificate.</i></p>	LSPETO
<p>Procurement Policies (Online): 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 is designed to provide a basic overview for new employees as well as act as a refresher for all others. <i>Counts toward the Financial Rep Certificate. NOTE: No Post-test is required for this class</i></p>	BTPUR2
<p>Promotion & Tenure Training (Online): For department and college staff who will be assisting faculty members in the eBinder preparation process within the new promotion and tenure customized workflow (available through myFSU HR). <i>This training is for staff and is by invitation only.</i></p>	BTOPTO
<p>Property Training (Online): 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. <i>NOTE: This course is temporarily being accepted towards the Financial Representative Certificate until further notice.</i></p>	BTPTO1
<p>Purchasing Cardholder Training (Online): Covers the requirements and responsibilities of purchasing card cardholders. Prior to becoming a cardholder, this class must be completed, and a passing grade obtained in the post test.</p>	BTPCC1
<p>SpearMart Requester Training (Online): 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. <i>**This course is for current OMNI Requesters. Shoppers and Approvers are welcome as space permits**</i></p>	BTSRTO

Register Online: <https://my.fsu.edu> > Faculty and Staff > HR > Employee Self Service > Learning and Development > Request Training Enrollment > Follow the prompts to search and submit your request.
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<p>Staff Search Training (Online): 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 useful 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.</p> <p>Counts towards the HR Dept Rep Certificate</p> <p>To enroll in training visit: https://searchtraining.hr.fsu.edu</p>	
<p>Student Central Advisor Center (Online): Provides full-time faculty/staff who deliver undergraduate academic advising services (including advising, academic success coaching, and mapping) with a foundational knowledge of related functions and tools in Student Central. Opportunities for additional training to obtain access to update student enrollment functions (placing holds, adding, dropping, and swapping courses manually, etc.) will be discussed.</p>	SCADVC
<p>Student Records 101 (Online): 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; how to interpret the program-plan stack and history; the basics of academic statistics, holds, class search and registration. Trainees will move through the system in hands-on exercises designed to ensure comfort with navigating within the system, understanding how to read student data, and answer basic questions from students regarding searching and registering for classes.</p> <p>This course is appropriate for staff and faculty who use the student system intensively in the course of their workday. Staff and faculty who change majors and perform enrollment functions must also register for Student Records 201.</p>	SCSR1
<p>Student Records 201 (Online): Covers administrative enrollment (registration) functions and management of student program/plan stacks. Specific topics include the use of Quick Enroll and Enrollment Request; adding and dropping classes on a student's schedule; enrollment restrictions, overrides, and modifying variable credit classes; changing majors; and adding and removing plans; and adding and removing degrees. This course is appropriate for staff and faculty who perform drop/add and/or major changes as part of their job. Prerequisite: Student Records 101.</p>	SCSR2
<p>Travel Card Training (Online): Trains Travel Card holders in the fundamentals and responsibilities of Travel Card policies and procedures. This class is required for new Travel Card applicants or for 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.</p> <p>This course does <u>not</u> count towards the Financial Representative Certificate.</p>	BTTE04

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8. Wellness	
Course Name & Description	Course Code
<p>Stressed Out: Are you feeling “stressed-out”? We all deal with stressors in our lives, but too much stress can be very detrimental to our overall health—mentally, emotionally, and physically. Come join us to learn some helpful ways to effectively manage your stress and improve your overall well-being!</p>	PDSCO01
<p>Mindfulness: What is mindfulness? Why is it important? How can you incorporate mindfulness into your daily life to improve mental and emotional well-being? Come join us for this interactive workshop to explore these questions and gain insight into how mindfulness can be beneficial to you.</p>	PDMIND
<p>FRS & DROP by AIG: This course is presented by AIG Retirement Services</p> <p>Attend our FRS & DROP class to learn important details about your retirement options and 403b/457 plans.</p> <p>Our class will answer questions you have, such as:</p> <ul style="list-style-type: none"> - What are my options at retirement? - What retirement plan is best for me? - What happens if I die while still employed? - How does my health & marital status affect which plan I should choose? <p>Get help in your FRS & retirement decisions at this informative course.</p>	PDVAL1
<p>Weathering Market Volatility: You are invited to join us for an educational workshop. We will be covering how to weather the storm of market volatility to ensure you are maximizing your growth potential by minimizing losses. This financial wellness workshop will be virtually presented by Wells Fargo at Work.</p>	FLSWMV
<p>Retirement Income 5 Questions: 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. This virtual workshop is being offered by Wells Fargo at Work.</p>	FLSRIQ

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Virtual Financial Resources: 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. This virtual workshop is offered by Wells Fargo at Work.	FLSFIR
Let's Talk Credit: 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. This financial wellness workshop will be virtually presented by Wells Fargo at Work.	FLSLTC

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