

Office of Human Resources Training for HR Department Representatives, Supervisors, and Departments

Date	Training Class	Course Number	Time (EST)	Location
1/15	FACET Effort Certification	BTFAC6	1:30-3:00	Training Center
1/15	Equal Opportunity & Compliance	COEEO1	2:45-4:30	Virtual
1/15	Form I9, Guardian, E-Verify	COI92	10:00-12:00	Virtual
1/22	Mindfulness	PDMIND	9:00 – 10:30	Training Center
1/23	Benefits Briefing Workshop	BTBEN1	1:30-3:00	Training Center
1/23	Nole eRecruit Experience	BTREC1	9:00-11:30	Virtual
1/23	Attendance & Leave	COAL01	1:00-2:00	Virtual
1/23	eTime for Dept Reps & Supv	BTTL1	2:30-4:00	Virtual
1/24	OPS Hiring Express	BTREC2	2:00-4:00	Virtual
1/29	EAP for Supervisors	LSEAP1	9:00-10:00	Virtual
1/30	Excel Basic	PDXLS1	9:00-12:00	208 Dirac

Register for training at fla.st/AJP4QHGS by searching the course number or name.

*Online, self-paced HR training courses are available for registration anytime. For course info, please see the Training Catalog's [Computer Based Training Human Resources](#) training section.