

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

<b>Date</b>	<b>Training Class</b>	<b>Course Number</b>	<b>Time (EST)</b>	<b>Location</b>
<b>11/6</b>	<b>FMLA</b>	<b>COFML1</b>	<b>10:30-12:00</b>	<b>Training Center</b>
<b>11/7</b>	<b>ADA: Understanding Americans w/Disabilities Act</b>	<b>COADA2</b>	<b>1:30-3:30</b>	<b>Virtual</b>
<b>11/8</b>	<b>Team Building</b>	<b>LSTD01</b>	<b>9:00-11:30</b>	<b>Training Center</b>
<b>11/13 &amp; 11/20</b>	<b>HR Bootcamp III</b>	<b>HRBC03</b>	<b>1:30-4:30</b>	<b>Training Cener</b>
<b>11/14</b>	<b>The Nole eRecruit Experience</b>	<b>BTREC1</b>	<b>1:00-3:30</b>	<b>Virtual</b>
<b>11/14</b>	<b>Attendance &amp; Leave Policy</b>	<b>COAL01</b>	<b>1:00-2:00</b>	<b>Virtual</b>
<b>11/14</b>	<b>eTime for Dept Reps &amp; Supv</b>	<b>BTTL01</b>	<b>2:30-4:00</b>	<b>Virtual</b>
<b>11/15</b>	<b>The OPS Hiring Express</b>	<b>BTREC2</b>	<b>1:30-3:30</b>	<b>Virtual</b>
<b>11/15</b>	<b>Intro to Green Office Program</b>	<b>PDGOP1</b>	<b>9:00-10:30</b>	<b>Training Center</b>
<b>11/19</b>	<b>Benefits Briefing Workshop</b>	<b>BTBEN1</b>	<b>1:00-3:30</b>	<b>Training Center</b>
<b>11/19</b>	<b>Burn Out: Coping with Stress</b>	<b>PDBOCS</b>	<b>9:00-10:30</b>	<b>Training Center</b>
<b>11/20</b>	<b>Form I-9 Training</b>	<b>COI92</b>	<b>10:00-12:00</b>	<b>Virtual</b>
<b>11/21</b>	<b>Records</b>	<b>CORMT1</b>	<b>11:00-12:00</b>	<b>Virtual</b>
<b>11/21</b>	<b>Stressed Out!</b>	<b>PDSO01</b>	<b>9:00-10:30</b>	<b>Training Center</b>

**Register for training at [fla.st/AJP4QHGS](https://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.