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

<table>
<thead>
<tr>
<th>Date</th>
<th>Training Class</th>
<th>Course Number</th>
<th>Time (EST)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/11</td>
<td>Conflict Communication Skills</td>
<td>PDCCS1</td>
<td>9:00-11:00</td>
<td>Training Center</td>
</tr>
<tr>
<td>6/13</td>
<td>Anti-Sexual Misconduct</td>
<td>COSHP1</td>
<td>1:00-3:00</td>
<td>Virtual</td>
</tr>
<tr>
<td>6/20</td>
<td>Records</td>
<td>CORMT1</td>
<td>3:00-4:30</td>
<td>Virtual</td>
</tr>
<tr>
<td>6/20</td>
<td>EAP for Supervisors</td>
<td>LSEAP1</td>
<td>9:00-10:00</td>
<td>Training Center</td>
</tr>
<tr>
<td>6/25</td>
<td>Criminal History Background Check Process</td>
<td>COCHP1</td>
<td>10:00-12:00</td>
<td>Training Center</td>
</tr>
<tr>
<td>6/27</td>
<td>Attendance &amp; Leave Policy &amp; Procedures</td>
<td>COAL01</td>
<td>1:00-2:00</td>
<td>Virtual</td>
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<tr>
<td>6/27</td>
<td>eTime for Department Reps &amp; Supervisors</td>
<td>BTTL01</td>
<td>2:30-4:00</td>
<td>Virtual</td>
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<tr>
<td>6/27</td>
<td>ADA: Understanding the Americans with Disabilities Act</td>
<td>COADA2</td>
<td>1:00-3:00</td>
<td>Virtual</td>
</tr>
</tbody>
</table>

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

Florida State University | Continuous Improvement & Training | training@fsu.edu | (850) 644-8724
*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.