

APRIL 2025

# THE MIND GYM

the official training newsletter

## Upcoming Training Opportunities

There are a variety of in-person and remote training sessions available this month, detailed below. Additionally, don't forget to explore our [online training courses](#) available via Canvas!

### ALL THINGS DATA

- Student Data Analytics Toolkit, 4/2
- Data Catalog Collection Management, 4/10
- Introduction to Power Automate, 4/22
- Fundamentals of Data Literacy, 4/24

### PERSONAL DEVELOPMENT

- Mindfulness, 4/2
- Team Building, 4/3
- Coaching Skills IV, 4/8
- Workshop IV: Exploring Global Communication Differences, 4/11
- Conflict Communication Skills, 4/17

### STUDENT SYSTEMS TRAINING

- Campus Connect 101, 4/2
- Campus Connect Foundations, 4/4
- Targeted Outreach and Strategic Messaging, 4/14
- Campus Connect, 4/14
- Campus Connect Foundations, 4/18
- Designing and Accessing Outreach Campaigns, 4/29

### HUMAN RESOURCES TRAINING

- HR Bootcamp II, 4/1
- Anti-Sexual Misconduct Awareness & Prevention, 4/9
- Form I-9, Guardian, E-Verify, 4/16
- Attendance & Leave Policy/Procedure, 4/17
- eTime for Dept Reps & Supervisors, 4/17
- Contractual Language Review in Sponsored Agreements, 4/21
- Compensation Training, 4/22
- Criminal History Background Check Process, 4/24
- Workers Compensation, 4/29

### FINANCIAL SERVICES TRAINING

- Introduction to Accounts Payable, 4/1
- Internal Control and Fraud Awareness, 4/9
- Introduction to University Accounting, 4/10
- Travel & Expense, 4/13
- Intermediate University Accounting, 4/16
- Department Ledger Review, 4/22
- Deposit Accounting, 4/29



Please visit the [university calendar](#) to access training descriptions, course numbers, and links to register in the [OMNI HR](#) Learning & Development portal.

# Featured Training Courses

## Concur for Travelers Online Course

We are pleased to announce a new online training course offered by the Controller's Office, focusing on Concur. "Concur for Travelers" is specifically designed for travelers and travel delegates.

Participants will learn how to create travel requests, book travel arrangements, and complete expense reports for reimbursement through our comprehensive, interactive online course. The comprehensive course will take about 90 minutes to complete.



### How to enroll:

- Visit [my.fsu.edu](https://my.fsu.edu) > HR > Learning and Development > Request Training Enrollment.
- Search by course name 'Concur for Travelers' or course number 'CONCUR.'



### Concur Training Website

The Concur User Guide, training videos, and other quick-start handouts can be found on the Controller's Office [website](#). Happy traveling!

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## Conflict Communication Skills Workshop

April 17, 2025 | 9:00 a.m. - 11:00 a.m.



Conflict is inevitable! While it can cause harm if mishandled, when managed effectively, it can strengthen your workplace, relationships, and the entire organization.

Join this workshop, presented by the Employee Assistance Program (EAP) to discover various conflict styles, including your own, and learn how to engage in conflict constructively.

### How to enroll:

- Visit [my.fsu.edu](https://my.fsu.edu) > HR > Learning and Development > Request Training Enrollment.
- Search by course name 'Conflict Communication Skills' or course number 'PDCCS1.'

For more training opportunities, please visit [hr.fsu.edu/train](https://hr.fsu.edu/train).  
If you have any questions, contact [training@fsu.edu](mailto:training@fsu.edu) or (850) 644-8724.