

NOVEMBER 2024

# THE MIND GYM

the official newsletter of Continuous Improvement & Training

## Upcoming Training Opportunities

### ALL THINGS DATA TRAINING

- Introduction to Data at FSU, 11/4
- Excel Basic (Remote), 11/8
- Fundamentals of Data Handling, 11/13

### PERSONAL DEVELOPMENT

- Bridging Cultures III, 11/1
- Coaching Skills III, 11/5
- Team Building, 11/8
- Intro to the Green Office Program, 11/15
- Stressed Out, 11/21
- Bridging Cultures IV, 11/22

### FINANCIAL REP TRAINING

- Introduction to Accounts Payable, 11/5
- Understanding Internal Billing, 11/6
- Introduction to University Accounting, 11/7
- Intermediate University Accounting, 11/12
- Advanced University Accounting, 11/14
- Introduction to Auxiliaries, 11/19
- Auxiliary Rate Calculation, 11/20

### TRAVEL TRAINING

- Travel Expense & Concur, 11/13

### HUMAN RESOURCES TRAINING

- Family Medical Leave Act of 1993, 11/6
- ADA Understanding the Americans with Disabilities Act, 11/7
- HR Bootcamp III, 11/13 & 11/14
- Attendance and Leave Policies, 11/14
- The Nole eRecruit Experience, 11/14
- eTime for Department Reps and Supervisors, 11/14
- The OPS Hiring Express, 11/15
- Benefits Briefing, 11/19

### STUDENT SYSTEMS TRAINING

- Targeted Outreach & Strategic Messaging, 11/4
- Designing & Assessing Outreach Campaigns, 11/19

### COMPUTER BASED LEARNING

- Browse the various **e-learning courses** available for employees 24/7. Please register for your course of choice and then proceed to Canvas to participate.



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

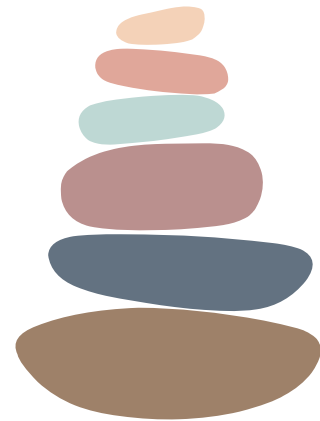
# Stress Awareness Training Resources

## National Stress Awareness Day

Prioritize your well-being on National Stress Awareness Day! National Stress Awareness Day, every first Wednesday in November, was founded to help people recognize, manage, and reduce stress in their personal and professional lives.

Here are some ways you can practice stress awareness:

- **Stressed Out Workshop:** Attend the “Stressed Out” workshop at the Training Center on November 21.
- **Seek Support:** Book an appointment with the Employee Assistance Program to discuss your stressors.
- **Practice Self-Care:** Take time for yourself to relax and recharge. This can include activities like reading, exercising, meditating - or laughing!
- **Visit the Meditation Room:** FSU's meditation room is available to any member of the Florida State community seeking a quiet, simple place to reflect or meditate.



---

## Online Training Courses for Stress Management

Want to explore this topic more? Take an online training course!



- **Basics of Managing Stress:** Discover what stress is and how your body responds to it. Explore common stress triggers and how to manage them.
- **7 Go-to Strategies to Tame Stress:** Explore seven techniques that can help you relieve stress and regain control.

Please contact [training@fsu.edu](mailto:training@fsu.edu) or (850) 644-8724 if you have any questions.