

THE MIND GYM

the official newsletter of Continuous Improvement & Training

November 2023: Human Resources Training

The NOLE eRecruit Experience

November 2 | [More Info](#)

You can learn how to navigate and manage the OMNI recruiting module for advertised faculty, staff, and OPS hires from job openings to offer.

The OPS Hiring Express

November 3 | [More Info](#)

Take a ride on the OPS Hiring Express. Learn to appoint candidates via the OPS Express, GA Express, and Faculty OPS Express processes.

Anti-Sexual Misconduct Awareness & Prevention Training

November 9 | [More Info](#)

This training reviews the University's policy, as well as what constitutes sexual misconduct.

Attendance & Leave Policy/Procedure

November 14 | [More Info](#)

Learn about work and leave rules, the differences in employee classifications for leave purposes, leave accruals and the proper ways to report leave, available leave types, and roles and responsibilities in the termination process.

eTime for Department Reps & Supervisors

November 14 | [More Info](#)

Learn how to report time for weekly elapsed and punch time and manage exceptions (errors), approvals, and payable time.

Form I-9, Guardian, E-Verify

November 15 | [More Info](#)

An in-depth look at the I-9 Process, including properly completing the I-9 Form, navigating the Guardian software, completing an E-Verify case, and approaching an I-9Audit.

Conflict Communication Skills

November 30 | [More Info](#)

Conflict is unavoidable. And though it can cause damage if handled poorly, if handled well, it can strengthen your workplace, your relationships, and/or your whole organization. Learn about different conflict styles, including your own, and how to constructively engage in conflict.

There are many other training opportunities this month, listed on the university [Training Calendar](#).

Unlock the Power of Networking

LinkedIn Learner Challenge

Creating and maintaining professional connections are keys to career growth. Establishing a network of allies opens the door to mentorships, sponsorships, and other opportunities to help you grow or advance your career.

To help you begin leveraging the power of these relationships, we invite you to join this month's LinkedIn Learner Challenge to expand your understanding of:

- Networking principles
- Leveraging LinkedIn
- Sponsorship vs. mentorship
- Finding a mentor at FSU and beyond
- Developing professional relationships



Are you ready to join the challenge? Enroll in the [Learner Challenges Course](#) today.

LinkedIn Learning: Learn to Use Microsoft Office Effectively

Whether you're a beginner or an advanced Microsoft 365 user, the LinkedIn Learning classes below cover the essential features, tips, and tricks to maximize common technologies used at FSU.

- [Word Essential Training](#) (2h 33m)
- [PowerPoint Essential Training](#) (2h 32m)
- [Excel Essential Training](#) (2h 29m)
- [Outlook Essential Training](#) (2h 25m)
- [Microsoft Office Accessibility for Beginners](#) (24m)



Select the links above to access the online training courses. Sign in with your FSUID and password.

For more technology training opportunities, check out FSU ITS at <https://its.fsu.edu/help/training> and the Office of Distance Learning Training Workshops at <https://odl.fsu.edu/training-workshops>.

Questions about anything in the newsletter? Contact us at training@fsu.edu or (850) 644-8724
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