

# THE MIND GYM

*the official newsletter of Continuous Improvement & Training*

## September 2023 Training Spotlight

### Coaching Skills I

**Tuesday, Sept 12 | 10 a.m. | [More Info](#)**

This workshop will provide participants with the fundamentals for effective student meetings, which begin with connecting and practicing non-judgment. This training class is part of the Coaching Skills Certificate.

### DROP Questions?

**Tuesday, Sept 12 | 11 a.m. | [More Info](#)**

This workshop presented by Corebridge Financials will provide valuable information to all employees in the Florida Retirement System (FRS) and in the Deferred Retirement Option Program (DROP).

### Burnout: Coping with Stress

**Thursday, Sept 14 | 10 a.m. | [More Info](#)**

Come learn about what burnout is, how it manifests, and what can be done about it.

### Oracle BI: Term Statistics

**Monday, Sept 25 | 1:30 p.m. | [More Info](#)**

The first in a series targeted to BI power users, this course presents BI (Business Intelligence) and the Term Statistics subject area.

### Neurodivergence in the Workplace

**Wednesday, Sept 27 | 2 p.m. | [More Info](#)**

The training is a collaborative effort between FSU Center for Autism and Related Disabilities and Human Resources. Participants will learn skills for fostering a welcoming, inclusive, and productive work environment.

### EAP for Supervisors

**Monday, Sept 28 | 1:30 p.m. | [More Info](#)**

Join this training to learn how to recognize early signs of trouble in an employee's performance and how to constructively work with the employee on performance issues.

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

# Global Partner Certificate


## Fall 2023 Training Dates Available

The Global Partner Certificate is an initiative of the Center for Global Engagement (CGE) designed for employees (staff, faculty, and graduate students) who are interested in learning how to better assist international students and scholars at FSU. Participants develop intercultural communication competence through a mix of facilitator-led workshops and attending intercultural events to practice these skills.



- 9/29: Bridging Cultures I: Introduction to Intercultural Communication
- 10/13: Bridging Cultures II: International Cultural Adjustment from Global to Local
- 10/27: Bridging Cultures III: Unpacking Intercultural Conflict Communication
- 12/1: Bridging Cultures IV: Roadmap for Continue Learning

For more information, please visit [cge.fsu.edu/certificates-training/global-partner-certificate](https://cge.fsu.edu/certificates-training/global-partner-certificate).

 <b>Upcoming Training Sessions for HR Department Representatives</b>		
<b>*The Nole eRecruit Experience</b>	<b>Learn how to navigate and manage the OMNI recruiting module for advertised faculty, staff, and OPS hires from job opening through job offer.</b>	<b>Sept 14</b> <b><a href="#">More Info</a></b>
<b>The OPS Hiring Express</b>	<b>Learn how to appoint candidates via OPS Express, GA Express, and Faculty OPS Express.</b>	<b>Sept 15</b> <b><a href="#">More Info</a></b>
<b>*Stepping Through the Onboarding Portal</b>	<b>Learn how to process and track candidates in the Onboarding Portal, and required department steps.</b>	<b>Sept 19</b> <b><a href="#">More Info</a></b>
<b>*Form I-9, Guardian, E-Verify</b>	<b>Learn how to properly complete the I-9 Form, how to navigate the Guardian software, how to complete an E-Verify case, and how to approach an I-9 Audit.</b>	<b>Sept 20</b> <b><a href="#">More Info</a></b>

\*These classes count toward the HR Department Rep Certificate Series. Enroll in the certificate [Canvas Course](#).

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