

THE MIND GYM

the official newsletter of Continuous Improvement & Training



New Year, New January Training Sessions!



Coaching Skills I

January 16 | [More Info](#)

The first workshop of the Coaching Skills Certificate will be offered at the start of the year!

Introduction to Data at FSU

January 24 | [More Info](#)

This training course provides an overview of data, the types of data collected at the university, and the sources through which staff and/or faculty may access it. Learn about tools you can use to shape, transform, and visualize data to answer questions about the institution or particular departments/offices within.

Highly Effective Teaming: Using Microsoft Teams in Your Office

January 26 | [More Info](#)

This session will provide tips, tricks, and strategies for effectively using Teams within an FSU office. Topics include detailed use of the basic Teams infrastructure and discussion of Microsoft Planner and other tools in Teams.

Basic Excel

January 29 | [More Info](#)

Designed for beginners who want to learn how to use Excel to create and manage spreadsheets. This hands-on course will teach you how to create a spreadsheet, explore the functions of Excel's various menu ribbons, how to format, sort, filter, and manipulate data, how to write basic formulas (SUM, AVERAGE, MIN, MAX), and how to create basic charts.

OMNI Financials Training

Do you have financial responsibilities at the university? The Controller's Office is hosting several training sessions in January! Check them out in their [Upcoming Events](#) section.

- Introduction to Accounts Payable
- Introduction to University Accounting
- Travel Expense & Concur
- Understanding Internal Billing
- Intermediate University Accounting
- Departmental Ledge Review

HR Bootcamp I

for Department Representatives



Join HR subject matter experts on **January 24 from 1-4 pm** for session I of the HR Bootcamp two-part training series. The series provides comprehensive overviews of HR and department timeliness, tasks, deadlines, and processes. This unique format provides the HR and Department Rep perspective for completing HR duties in the department.

Register to attend with course number HRBC01. Seats fill quickly!

Other Upcoming Training Sessions for HR Department Representatives

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| Equal Opportunity & Compliance | Examines Equal Employment Opportunity Law at the Federal, State, and University Policy level. | April 10 More Info |
| *Form I-9, Guardian, E-Verify | An in-depth look at the I-9 Process, including how to properly complete the I-9 Form. | Jan 17 More Info |
| *The Nole eRecruit Experience | Learn how to navigate and manage the OMNI recruiting module for advertised faculty, staff, and OPS hires from job opening through offer. | Jan 17 More Info |
| *The OPS Hiring Express | Learn how to appoint candidates via the OPS Express, GA Express, and Faculty OPS Express processes. | Jan 19 More Info |
| *Workers Compensation | Provides department reps and supervisors with an overview of the University's Workers' Compensation Program. | Jan 23 More Info |

**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 or (850) 644-8724
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