



## Training Course Catalog



Florida State University

Office of Human Resources

Training & Organizational Development

# Training and Organizational Development Training Course Catalog

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# Training and Organizational Development Training Course Catalog

The Training Course Catalog is published to provide course numbers, course names and descriptions of classes that are offered through the Office of Training and Organizational Development. Please utilize the Training Calendar located at [hr.fsu.edu/train](http://hr.fsu.edu/train) or OMNI Self-Service to locate course session schedule and availability.

<b>1. BUSINESS TRANSACTIONS TRAINING 1.1 OMNI - FINANCIALS</b>	
<b>Course Name &amp; Description</b>	<b>Course Code</b>
<b>Auxiliary Rate Calculation:</b> For budget managers and fiscal personnel who prepare University auxiliary rate calculations. This class covers regulatory framework for a rate calculation, basic concepts for calculating a rate, an example of an auxiliary rate calculation along with reconciliation of expenses and an allowable cash balance worksheet using University financial records, documents and resources, and models for estimating auxiliary revenue, hourly, cost plus and cost plus fixed.	<b>BTBUD3</b>
<b>Budget Entry Workshop:</b> Workshop to assist any Salary Preparer or Budget Preparer with their budget entry.	<b>BTBUD5</b>
<b>Cash Management:</b> This online course is designed for departmental Cash Collection staff. Cash handling policies, procedures, internal controls and guidelines will be covered. Specific responsibilities for the Biller/Invoicer, Cashier, Cash Point Supervisor, Deposit Preparer and Reconciler will also be detailed.	<b>BTCMT1</b>
<b>E&amp;G Rate and Salary Budgets:</b> An overview of E&G rate, salary, and the resources available for managing E&G salary budgets.	<b>BTRSB1</b>
<b>Financial Reporting Tools:</b> General Ledger Journal Processing and Reporting. This course will provide guidance on the various financial reporting tools available to University personnel. Participants will gain an understanding of how to obtain financial data from reports produced out of the OMNI GL Module, OMNI Reporting Tools and OBI as well as via Queries. Prerequisite is BTFA01. <i>This course counts toward the Financial Rep Certificate.</i>	<b>BTFA02</b>

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<p><b>General ledger Reconciliation:</b> This course is designed for OMNI users responsible for reconciling departmental ledgers. Reconciliation objectives, guidelines and a detailed walk through of the reconciliation process will be covered. Guidance on the reconciliation process will include a review of the use of OMNI and OBI reports, instructions on how to locate the most common source documents and a review of how to correct errors that are discovered. <b>Prerequisites are BTFA01 &amp; BTFA02. This course counts toward the Financial Rep Certificate.</b></p>	<p><b>BTFA03</b></p>
<p><b>Hyperion Budget Training:</b> This class provides instruction on how to enter an annual operating budget in Hyperion Budget System.</p>	<p><b>BTHYB1</b></p>
<p><b>Internal Controls and Fraud:</b> Learn what it takes to establish and maintain a sound system of checks &amp; balances in your workplace, so that fraud and other forms of unethical behaviors are less likely to occur. This class is especially helpful for those offices that deal with fiscal matters. <b>This course counts toward the Frontline Leadership Certificate.</b></p>	<p><b>COICO1</b></p>
<p><b>Introduction to Auxiliaries:</b> For Budget Managers and other fiscal personnel. An introduction to Auxiliaries, including how to create a new auxiliary, classification of different auxiliary types, policies and procedures, rate methodology, audit expectations, and record retention requirements. Other topics covered include a timeline of important dates, overhead assessments, and available resources.</p>	<p><b>BTBUD2</b></p>
<p><b>Introduction to University Accounting:</b> This course targets users who are new to university accounting and/or OMNI Financials. Participants will gain an understanding of OMNI Financials and concepts such as Ledgers, Chartfields and Journal Entries. They will also be given a number of resources that are useful for employees in Financial &amp; Accounting positions at FSU. Completion of this course is a prerequisite to BTFA02 &amp; BTFA03. <b>This course counts toward the Financial Rep Certificate.</b></p>	<p><b>BTFA01</b></p>
<p><b>myFSU BI Analytics:</b> This course is designed to help users learn how to create a basic financial analysis and edit existing Dashboard reports in myFSU BI.</p>	<p><b>BTBIA1</b></p>
<p><b>Procurement Policies:</b> This class outlines the fundamentals of the procurement process at FSU and helps departmental personnel understand their role in that process. It covers writing specifications, limits when competition is required, types of solicitations and provides a brief overview of the FSU eMarket and P-Card. <b>This course counts toward the Financial Rep Certificate.</b></p>	<p><b>BTPUR2</b></p>



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<p><b>Property Training (Online): Please note: BTPT01 DOES NOT count toward the Financial Representative Training Certificate.</b> It is designed primarily for departmental Property Managers and Property Custodians. However, all departmental financial representatives should find it beneficial. Property definitions and accounting, policies, procedures, and responsibilities are covered. Forms, queries and resources will also be provided. For credit toward the Financial Representative Training Certificate, you must complete the onsite course number BTPT02.</p>	<b>BTPT01</b>
<p><b>Property Training:</b> Designed for departmental Property Managers, Property Custodians and departmental financial representatives who are seeking credit for the Financial Representative Training Certificate. Property definitions and accounting, policies, procedures, and responsibilities will be covered. Forms, queries and resources will also be provided. <b><i>This course counts toward the Financial Rep Certificate.</i></b></p>	<b>BTPT02</b>
<p><b>Travel Expense &amp; T-Card for Representatives &amp; Approvers:</b> This course trains travel representatives, Travel Card holders and approvers in the fundamentals of travel &amp; expenses and the travel card in the OMNI system. Participants will gain an understanding of travel &amp; Travel card policy and OMNI concepts such as: creating &amp; submitting travel authorizations, cash advances, processing expense reports for travel reimbursements &amp; Travel Card purchases. They will also learn how to budget check and approve/deny submitted documents. <b><i>This course counts toward the Financial Rep Certificate.</i></b></p>	<b>BTTE03</b>
<p><b>Travel Card Online Training: (Note: This course DOES NOT count towards the Financial Rep Certificate).</b> Trains Travel Card holders in the fundamentals and responsibilities of Travel Card policies and procedures. This class is required for new Travel Card applicants or for refresher training on Travel Card policies. If you are a travel representative or need to process Travel Card charges in OMNI, you must attend the in-person training class offered, Course Code: BTTE03.</p>	<b>BTTE04</b>
<p><b>1. BUSINESS TRANSACTIONS TRAINING</b> <b>1.2 OMNI – HUMAN RESOURCES</b></p>	
<p><b>Course Name &amp; Description</b></p>	<p><b>Course Code</b></p>
<p><b>Attendance and Leave:</b> Participants will be provided in-depth knowledge of the attendance &amp; leave policies and procedures at Florida State University. Utilizing an open-lecture method of communication, attendees will be encouraged to generate examples they have experienced and question the proper way to handle individual situations regarding time entry. Topics include, work and leave rules at FSU, the differences in employee classifications for leave purposes, leave accruals and the proper ways to report leave, available leave types, and roles and responsibilities</p>	<b>COAL01</b>

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<p>in the termination process. An overview of Faculty leave is included in this class. <b><i>This course counts toward the Time and Labor Representative Certificate.</i></b> Course also available online – Course Number: COALO</p>	
<p><b>Criminal History Background Check Process:</b> Participants of this class will receive training on applicable state/federal laws, regulations, University policy and procedures, required forms, and job duties which may require a background check with the goal of properly and efficiently administering the background check process for their departments. This course is highly recommended for Department Representatives and Hiring Managers. <b><i>This class counts toward the HR Department Representative Certificate. Also available online as Course Number: COCHBO</i></b></p>	<b>COCHB1</b>
<p><b>EDM Processes:</b> Employee Data Management Processes. This online class is designed to give HR department representatives a better understanding of Compensation Processes for US citizens as they relate to electronic and paper personnel action forms for non-faculty employees. Useful communication tools will be demonstrated to assist you with your daily tasks. Topics to be covered include: How and When to Complete Appointment Actions, One-Time Pays, Human Resources deadlines, I-9, FICA taxes - Student vs. Non-Student. Also, the appointment screens and navigations within the OMNI HR/Payroll system will be explored.</p>	<b>COUSC1</b>
<p><b>Employee FLSA time Management:</b> This session will provide information to employees on the Fair Labor Standards Act changes and instruction on timekeeping for non-exempt employees. Note: Managers are directed to register for course number: MFLSAO, Online Manager FLSA Time Management for Nonexempt Employees, in lieu of this course. <b><i>This course offered online only.</i></b></p>	<b>EFLSAO</b>
<p><b>Employing Foreign Nationals:</b> An overview of FSU's multi-dimensional process of hiring foreign nationals for temporary appointments. Topics include: documents and paperwork required for the appointment; Glacier and Basic Tax Issues; and more. Available online as Course Number : COINTO</p>	<b>COINT3</b>
<p><b>eTime for Time and Labor Representatives and Supervisors:</b> Focuses on training end-users and how to successfully use OMNI Manager Self-Service for Time &amp; Labor. Participants will learn how to report time for weekly elapsed and punch time and manage exceptions (errors), approvals, and payable time. This course also shows participants how to create a Parature ticket and how to access and use the reports in OBIE. <b><i>This course counts toward the Time and Labor Representative Certificate.</i></b></p>	<b>BTTL01</b>
<p><b>Faculty Search Committee Training (Online only):</b> Provides those selected to serve on Faculty Search Committees with guidance on recruitment, interviewing and compliance issues as well as a toolkit of easy access links to useful forms, documents and other resources to ensure</p>	

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excellence and consistency throughout the screening and hiring process. To enroll in training, click <a href="http://searchtraining.hr.fsu.edu">searchtraining.hr.fsu.edu</a>	
<b>Form I-9, Guardian, E-Verify:</b> This class offers an in-depth look at the I-9 Process including 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>COI92</b>
<b>Manager FLSA Time Management:</b> This session will provide information to managers on the Fair Labor Standards Act changes and instruction on time management for nonexempt employees. Managers are directed to attend this course in lieu of course number EEFLSA - Employee FLSA Training. <b>This course offered online only.</b>	<b>MFLSAO</b>
<b>OMNI e-Recruit:</b> Trains HR representatives how to successfully manage and administer the OMNI recruiting module for faculty, staff and OPS. Participants will create, manage and approve job openings. <b><i>This course counts toward the HR Department Representative Certificate.</i></b>	<b>BTREC1</b>
<b>Promotion &amp; Tenure Training:</b> This training is for department and college staff who will be assisting faculty members in the eBinder preparation process within the new promotion and tenure customized workflow (available through my FSU HR). This training is for staff and is by invitation only. Course also available online – Course Number BTOPT0	<b>BTOPT1</b>
<b>Staff Search Committee Training (Online only):</b> Provides those selected to serve on Staff Search Committees with guidance on recruitment, interviewing and compliance issues as well as a toolkit of easy access links to useful forms, documents and other resources to ensure excellence and consistency throughout the screening and hiring process. To enroll in training, click <a href="http://searchtraining.hr.fsu.edu">searchtraining.hr.fsu.edu</a>	
<b>1. BUSINESS TRANSACTIONS TRAINING 1.3 INSTITUTIONAL RESEARCH</b>	
<b>Course Name &amp; Description</b>	<b>Course Code</b>
<b>FACET EX Effort Certification:</b> This class provides a general overview of the FACET Exempt Effort Certification process at Florida State University. It will cover basic knowledge of the effort certification process, interaction with the OMNI FACET system, and how to prepare and submit FACET Exempt reports for certification by employees. Target Audience: Department FACET Representatives	<b>BTFAC6</b>

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#### 1.4 SPONSORED RESEARCH ADMINISTRATION

Course Name & Description	Course Code
<b>Administrative Requirements &amp; Cost Principles:</b> In-depth information concerning 2 CFR Chapter I, Chapter II, Part 200, et al., Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	SRA27
<b>Advances/Cost Transfers:</b> Research cannot begin until there is an executed award. However, in this session, the Advance policy and procedures will be reviewed to explain when a PI can/cannot commence working on an award prior to execution. There are circumstances in which expenditures must be moved from/ to a sponsored project which require monitoring for compliance with FSU policy, Federal regulations, sponsor specific guidelines, and the cost principles that guide fiscal activities on sponsored projects.	SRA02
<b>Animal Care:</b> In order for Researchers to use animals on sponsored projects they must adhere to specific federal and university regulations, policies and procedures. This session will cover the history, laws and Federal oversight as well as FSU's policies and procedures.	SRA15
<b>Award Negotiations &amp; Processing/Federal Acquisition Regulation Clauses:</b> The basic steps required for review and negotiation of new awards. To ensure FSU is protected from undue risk, award terms and conditions must be negotiated FIRST. This session walks the participant through that process.	SRA11
<b>Best Practices &amp; Res for Data Management:</b> As more federal agencies make data management plans a required part of grant application, researchers are left with questions on how to fulfill these new requirements. This workshop will explore tools and services related to assisting researchers in writing data management plans for grant applications.	SRA24
<b>Cost Sharing:</b> The basic steps required for committing cost sharing at the proposal stage and then budgeting and spending at the award stage.	SRA07
<b>Effort Commitments and Certifications:</b> During the proposal/award negotiation processes, personnel commitments are made. This may be salary that will be charged to an award or simply commitments of time. FSU must ensure that these obligations are met. Commitments are tracked and effort is certified using the FACET application in OMNI. This session provides an overview of these processes.	SRA09

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<b>Export Controls and Conflict of Interest:</b> An overview of the laws used to regulate the dissemination of material to foreign persons/nations/nationals through export controls and conflict of interest policies and procedures that relate to different funding agencies	<b>SRA28</b>
<b>Facilities and Administrative Costs/ Auxiliaries:</b> F&A costs are charged to projects in accordance with the terms of an award and rates agreed to with the Federal government. This session will go over the rate development, application and distribution processes. Additionally, it will briefly discuss Auxiliary rate development, appropriate rate and allowability of charges on sponsored projects.	<b>SRA17</b>
<b>Financial Project Closeout:</b> Provides hands-on information concerning the administrative and financial closeout process for sponsored projects.	<b>SRA16</b>
<b>Finding Funding for your Project:</b> Provides information about different search engines available for use and will guide participants through a search process demonstration. The presenter will also talk about ways that the Office of Research can help with your quest to find funds.	<b>SRA08</b>
<b>FSURF Account Reconciliation and Disbursement Procedures:</b> Research Foundation projects have to be reconciled on a monthly basis and the steps will be reviewed in this session.	<b>SRA05</b>
<b>Hands On Budget:</b> Includes basic steps to prepare proposal budgets, budgetary amendments, adding and deducting funding from projects and re-budgeting among categories. Participants will be given the opportunity to bring budgets and re-budgets to work on in class.	<b>SRA04</b>
<b>Human Subjects:</b> Covers the federal regulations governing the protection of human subjects and which grants authority to the Institutional Review Board to oversee their welfare. Also discusses University regulations, policy and procedures that must be adhered to in order to protect human subjects.	<b>SRA22</b>
<b>Intellectual Property:</b> While the PI is conducting research, it may become imperative that the necessary steps be taken to safeguard the research results/ findings. This session will provide an in-depth look at the definitions, laws, federal insight, and various type of intellectual property.	<b>SRA18</b>
<b>Open Access, Data Management and Grants Compliance:</b> Focuses on the services and initiatives FSU Libraries offer to support both of these areas of growth, and provide some examples using the NIH Public Access Policy.	<b>SRA20 (Formerly SRA23)</b>

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<p><b>Proposal Basic/ Electronic Submission Systems:</b> Participants will be guided through the proposal development process from the search for funding opportunities to proposal and budget preparation. Participants will be introduced to the various systems used to submit proposals to the Federal Government. Systems that will be introduced in this session are Grants.gov, Fastlane and FedConnect</p>	<p><b>SRA01</b></p>
<p><b>SRA Financial Management:</b> Encompasses compliance requirements and OMNI inquiry/ OBI reporting tools needed for managing Sponsored Projects including looking up available balances by project/ department and running monthly reports. <i>This course counts toward the Financial Rep Certificate.</i></p>	<p><b>SRA03</b></p>
<p><b>Subcontracting and Audit Requirements:</b> Sometimes PIs collaborate with other researchers to complete the research required. The subcontracting development/negotiation, execution and invoicing processes are reviewed in this session as well as the applicability and impact of the Single Audit Act.</p>	<p><b>SRA10 (Formerly SRA26)</b></p>
<p><b>National Institutes of Health (NIH):</b> Provides detailed insight into NIH which will include types of grants issued, Public Health Service Financial Conflict of Interest, budgets, applications, and ERA Commons and awards.</p>	<p><b>SRA12</b></p>
<p><b>Tuition Waivers and Projects:</b> An overview of how tuition is charged to sponsored projects for graduate students working on awards.</p>	<p><b>SRA13</b></p>
<p><b>National Science Foundation:</b> This session will be hands-on walking participants through proposal submission requirements, creating a budget, FASTLANE, amendments and award terms and conditions.</p>	<p><b>SRA14</b></p>
<p><b>State of Florida Agencies:</b> This session will focus on the proposal submission processes, terms and conditions, and budgetary and programmatic amendments to State of Florida sponsored awards.</p>	<p><b>SRA21</b></p>
<p><b>Sponsored Projects Education and Resources (SPEAR) Workshop for Pre-Award:</b> This one-day workshop is geared toward departmental staff who work with sponsored projects and will follow the life cycle of a sponsored project through the Pre-Award process. We will review the proposal documents, such as the funding announcement, the budget and budget justification, transmittal form, and all agency required documents. We will discuss the tasks associated with collaborations such as the documents required and the subrecipient/contractor determination. We will review the award set-up process and the non-financial post award activities, such as no-cost time extensions, rebudgeting, etc. It is largely a hands-on workshop and each participant will have their own computer to complete the activities online.</p>	<p><b>SRA101</b></p>

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<p><b>Sponsored Projects Education and Resources (SPEAR) Workshop for Post-Award:</b> This one-day workshop is geared toward departmental staff who work with sponsored projects and will follow the life cycle of a sponsored project from the funding announcement through the closeout process. It is a largely hands-on workshop that will include the OMNI workflow system for proposal submission; budget development; grants.gov applications; issuing subawards; specific award requirements; project management; reporting requirements; and the closeout process.</p>	<p><b>SRA102</b></p>
<p><b>1. BUSINESS TRANSACTIONS TRAINING</b> <b>1.5 STUDENT CENTRAL</b></p>	
<p><b>Course Name &amp; Description</b></p>	<p><b>Course Code</b></p>
<p><b>BI Power Users: Class Enrollment:</b> The first in a series targeted to power users of the academic subject areas, this course presents the Class Enrollment subject area. Instructors lead trainees through several practice exercises to navigate existing dashboards and to build OBI analyses, work with trainees to gain access to the subject area, and provide resources necessary for independent work. This course is appropriate for staff and faculty who develop their own reports in the academic subject areas of myFSU BI.</p>	<p><b>SCBIT1</b></p>
<p><b>BI Power Users: Term Enrollment Statistics:</b> The second in a series targeted to power users of the academic subject areas, this course presents the Term Statistics subject area. Instructors lead trainees through several practice exercises to navigate existing dashboards and to build OBI analyses, work with trainees to gain access to the subject area, and provide resources.</p>	<p><b>SCBIT2</b></p>
<p><b>BI Power Users: Class Meeting Pattern:</b> One in a series of training courses targeted to power users of the academic subject areas, this course presents the class meeting pattern subject area and instructs on the use of report prompts and driving queries. Instructors lead trainees through several practice exercises to navigate existing dashboards and to build OBI analyses, work with trainees to gain access to the subject area, and provide resources necessary for independent work. This course is appropriate for staff and faculty who develop their own reports in the academic subject areas of myFSU BI. The prerequisite for this course is BI Power User Training #1: Class Enrollment (SCBIT1).</p>	<p><b>SCBIT4</b></p>

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<p><b>Curriculum Management 101:</b> This online course is appropriate for staff who manage academic course building and scheduling. Topics include: Building class sections; Assigning meeting times and instructors to classes; Establishing enrollment controls and using reserve capacity Functionality; Assigning textbooks to classes; and Using Ad Astra to assign a class to the best possible meeting space. There are no prerequisites for this training. <b>This course is only offered online.</b></p>	<p><b>CMSTP2</b></p>
<p><b>Graduation Clearances:</b> This class is an introduction to the graduation component of myFSU Student Central. The intended audience is Dean's Office staff who perform graduation clearances. <i>Pre-requisite: Student Records 101.</i> <b>This course is only offered online.</b></p>	<p><b>SCGC1</b></p>
<p><b>Student Central 101:</b> This course is designed to introduce administrative users of the University's student information system to myFSU Student Central. Topics include: an overview of the scope and timing of the project; an introduction to the web-based interface, including instruction in navigating and searching; self-service and student center; the program-plan stack; campus and location; and how identifying information (bio-demo) is maintained and stored in the Campus Community module. This class is a prerequisite for administrative users who will be enrolling in subsequent classes taught by the Registrar's Office, Financial Aid, Student Financial Services, Undergraduate Studies and the Graduate School. <b>This course is only offered online.</b></p>	<p><b>SCSTU1</b></p>
<p><b>Student Central Advisor Center:</b> This course will provide full-time faculty/staff who deliver undergraduate academic advising services (including advising, academic success coaching, and mapping) with a foundational knowledge of related functions and tools in Student Central. Opportunities for additional training to obtain access to update student enrollment functions (placing holds, adding, dropping, and swapping courses manually, etc.) will be discussed. Prerequisite: Student Central 101. <b>This course is only offered online.</b></p>	<p><b>SCADVC</b></p>
<p><b>Student Records 101:</b> In this introduction to the Student Records module of myFSU Student Central, members of the Registrar's Office staff will provide instruction on how to look up student personal and academic information in the new system; how to interpret the program-plan stack and history; the basics of academic statistics, holds, class search and registration. Instructors will guide trainees through the system in hands-on exercises designed to ensure comfort with navigating within the system, understanding how to read student data, and answer basic questions from students regarding searching and registering for classes. This course is appropriate for staff and faculty who use the student system intensively in the course of their workday. Casual users who may only occasionally need to look up a student's contact information or schedule would be best served taking advantage of short online tutorials available at a later date. The prerequisite for this course is Student Central 101. Staff and faculty who change majors and perform enrollment functions will also need to register for the next course in this series, Student Records 201. <b>This course is only offered online.</b></p>	<p><b>SCSR1</b></p>

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<p><b>Student Records 201:</b> This course covers administrative enrollment (registration) functions and management of student program/plan stacks. Specific topics include the use of Quick Enroll and Enrollment Request; adding, dropping and swapping; enrollment restrictions, overrides and modifying variable credit classes; changing majors; adding and removing plans and adding and removing degrees. Training includes scripted practice activities for each of these activities. This course is appropriate for staff and faculty who perform drop/add and/or major changes as part of their job. Trainees who do not need a very comprehensive view of major changes may leave at a predetermined time and get credit for Student Records 200. Please discuss with instructor upon arrival in class. Prerequisite Required: Student Records 101. <b>This course is only offered online.</b></p>	<p><b>SCSR2</b></p>
<h2>2. CUSTOMER SERVICE TRAINING</h2>	
<h3>Course Name &amp; Description</h3>	<h3>Course Code</h3>
<p><b>Bridging Cultures I:</b> Introduction to Intercultural Communication This workshop will provide participants with the fundamentals of effective intercultural communication skills. The workshop helps participants develop an awareness of their own cultural identity and recognize intercultural diversity at FSU. <b>Counts toward Global Partner Certificate and toward HR Customer Service Certificate.</b></p>	<p><b>CSBC01</b></p>
<p><b>Conflict Communication Skills:</b> Conflict is unavoidable. And though it can cause damage if handled poorly, if handled well it can actually strengthen your workplace, your relationships, and/or your whole organization. Learn about different conflict styles, including your own, and learn and practice constructive ways to manage and de-escalate conflict. <b>This course counts toward the Customer Service Certificate</b></p>	<p><b>PDCCS1</b></p>
<p><b>Speaking Your Customers Language:</b> Florida State University's advanced customer service training. This interactive class focuses on advanced principles and skills in dealing with customer service issues. Attention is also given to the importance of supporting good customer service with a culture of service excellence across the University campus. <b>Course counts toward the Customer Service Certificate.</b></p>	<p><b>CSAC01</b></p>
<p><b>Working With You is Killing Me:</b> This workshop focuses on the importance of interpersonal relationships with your co-workers and how to mitigate destructive patterns they, and you, may sometimes fall into. Symptoms of these negative workplace relationships, the role each party plays in these situations, and how to set boundaries and control your reactions will be discussed. <b>This course counts toward the Customer Service Certificate.</b></p>	<p><b>CSDDP1</b></p>

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## 3. COMPLIANCE AND ORGANIZATIONAL DEVELOPMENT TRAINING

Course Name & Description	Course Code
<p><b>ADA: Understanding the Americans with Disabilities Act:</b> Learn how to navigate through the minefields of employment law by examining issues related to Disability Law at the Federal, State, and University Policy level. Participants will gain an understanding of the requirements of the Americans with Disabilities Act including what is a “disability,” what is a “reasonable accommodation,” and what constitutes discrimination against a person with a disability. Also covered are: State Law and University Policy regarding individuals with disabilities; disability etiquette; case studies; and campus contacts for assistance in handling ADA issues with employees, students, and visitors to campus. <b><i>This course counts toward the Frontline Leadership Certificate and as a D&amp;I Elective. Available online as Course Number: COADAO</i></b></p>	COADA2
<p><b>Attendance and Leave:</b> Participants will be provided in-depth knowledge of the attendance &amp; leave policies and procedures at Florida State University. Utilizing an open-lecture method of communication, attendees will be encouraged to generate examples they have experienced and question the proper way to handle individual situations regarding time entry. Topics include, work and leave rules at FSU, 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. An overview of Faculty leave is included in this class. <b><i>This course counts toward the Time &amp; Labor Representative Certificate. Available online Course Number: COALO</i></b></p>	COAL01
<p><b>Criminal History Background Check Process:</b> Participants of this class will receive training on applicable state/federal laws, regulations, University policy and procedures, required forms, and job duties which may require a background check with the goal of properly and efficiently administering the background check process for their departments. This course is highly recommended for Department Representatives and Hiring Managers. <b><i>This class counts toward the HR Department Representative Certificate. Also available online as Course Number: COCHBO</i></b></p>	COCHB1
<p><b>EEO: Avoiding Minefields in Employment Practices:</b> Learn how to navigate through the minefields of employment law by examining issues related to Equal Employment Opportunity Law at the Federal, State, and University Policy level. Participants will gain an understanding of anti-discrimination law including what is a “protected group,” what aspects of employment are</p>	COEE01

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# Training and Organizational Development Training Course Catalog

<p>protected, and what constitutes “discrimination.” Also discussed are: guidelines on how to recognize and avoid discriminatory behaviors at work; case studies relating to discrimination in the employment context; and who to contact on campus for assistance with discrimination issues. <b><i>This course counts toward the Frontline Leadership Certificate and also as a D&amp;I Elective.</i></b></p>	
<p><b>Embracing Diversity:</b> The Office of Human Resources delivers unique and interactive diversity training, reaching far beyond race, culture, gender, sensitivity and tolerance. This training course covers an overview to diversity and inclusion, such as history, definitions, what diversity &amp; inclusion means to FSU. Through interactive activities and videos participants are introduced to the value proposition for diversity—“What’s In It For Me?” (WIIFM), culture as a framework for understanding diversity, different generations in the workplace, tools on how to handle conflicts and much more. <b><i>This course counts as an elective towards the Diversity &amp; Inclusion Certificate</i></b></p>	<p><b>CODIV2</b></p>
<p><b>Faculty Search Committee Training (Online only):</b> Provides those selected to serve on Faculty Search Committees with guidance on recruitment, interviewing and compliance issues as well as a toolkit of easy access links to useful forms, documents and other resources to ensure excellence and consistency throughout the screening and hiring process.</p> <p>To enroll in training, click <a href="http://searchtraining.hr.fsu.edu">searchtraining.hr.fsu.edu</a></p>	
<p><b>Family Medical Leave Act of 1993:</b> Provides an overview of the FMLA of 1993 and strategies on how to manage employees who are on FMLA leave. <b><i>This course counts toward the Frontline Leadership, Time &amp; Labor and HR Department Representatives Certificates. Available online as Course Number: COFMLO</i></b></p>	<p><b>COFML1</b></p>
<p><b>Federal Work Study:</b> This workshop is to help educate anyone who has hired or will hire work study students to assist with departmental office duties on the general processes of the Federal Work Study Program. It includes a brief overview of the hiring process, selection of student employees, the importance of monitoring students earnings as well as work study do’s and don’ts. <b><i>Typically scheduled during Summer Semester only. Target Audience – Department Payroll Representatives and persons of interest</i></b></p>	<p><b>COFWS1</b></p>
<p><b>Records Management:</b> Available to all FSU employees. This course is highly recommended for individuals who are responsible for managing and maintaining records, including, but not limited to: Records Management Liaison Officers, HR Department Representatives, Financial Department Representatives, Administrative Staff, Office Managers, and IT Professionals. This course is intended to provide an overview of laws and regulations regarding the identification, maintenance, access, and retention of public records (including electronic records management) to ensure FSU’s records management program is compliance with Florida’s Public Records Law. <b><i>This course</i></b></p>	<p><b>CORMT</b></p>

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<i>counts toward the HR Department Representative Certificate</i>	
<b>Providing Academic Accommodations to Students:</b> SDRC - It's More Than Letters. The number one question the Student Disability Resource Center (SDRC) gets from faculty is "How can I best help my students?" While each student's situation is uniquely different, there are a few things every faculty member can do to ensure a smooth implementation of accommodations for students. In this discussion, we will talk about how to make appropriate academic accommodations and various options that might work for your specific course design. We will also consider recent changes and updates to ADA Law, and provide resources and suggestions for implementing universal design in the classroom.	<b>SDRC01</b>
<b>Sexual Misconduct:</b> This course is for ALL employees and reviews FSU's Policies on Sexual Misconduct and Non-retaliation. Covered material includes: the definition of sexual harassment; University reporting requirements if you witness or learn of sexual harassment; University complaint procedures; and how to respond to sexually harassing behavior. Strategies to avoid potentially harassing behavior are also addressed. After completing this course, attendees will know University expectations regarding workplace behavior in the sexual harassment arena, what to do if they are being sexually harassed, what to expect if they are suspected of harassment, and who to contact on campus for assistance with these issues.	<b>COSHP1</b>
<b>Staff Search Committee Training (Online only):</b> Provides those selected to serve on Staff Search Committees with guidance on recruitment, interviewing and compliance issues as well as a toolkit of easy access links to useful forms, documents and other resources to ensure excellence and consistency throughout the screening and hiring process.  To enroll in training, click <a href="http://searchtraining.hr.fsu.edu">searchtraining.hr.fsu.edu</a>	
<b>Workplace Accidents, Prevention &amp; Management:</b> Examines how to prevent workplace accidents and what to do should one occur; also workers compensation and automobile liability. <i>This course counts toward the Frontline Leadership Certificate</i>	<b>COWA01</b>
<b>4. LEADERSHIP AND SUPERVISORY TRAINING</b>	
<b>Course Name &amp; Description</b>	<b>Course Code</b>

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<p><b>ADA: Understanding the Americans with Disabilities Act:</b> Learn to navigate through the minefields of employment law by examining issues related to Disability Law at the Federal, State, and University Policy level. Participants will gain an understanding of the requirements of the Americans with Disabilities Act including what is a “disability,” what is a “reasonable accommodation,” and what constitutes discrimination against a person with a disability. Also covered are: State Law and University Policy regarding individuals with disabilities; disability etiquette, case studies, and campus contacts for assistance in handling ADA issues with employees, students, and visitors to campus. <b>Counts toward the Frontline Leadership Certificate and as a D&amp;I Elective. Available online as Course Number: COADA0</b></p>	<p><b>COADA2</b></p>
<p><b>EAP for Supervisors:</b> In this class you will learn how to recognize early signs of trouble in an employee’s performance; how to have a constructive interview with a troubled employee; how to work with the employee on performance issues, while encouraging them to get help with personal problems; how the EAP protects client confidentiality. <b>This course counts toward the Frontline Leadership Certificate.</b></p>	<p><b>LSEAP1</b></p>
<p><b>EEO: Avoiding Minefields in Employment Practices:</b> Learn how to navigate through the minefields of employment law by examining issues related to Equal Employment Opportunity Law at the Federal, State, and University Policy level. Participants will gain an understanding of anti-discrimination law including what is a “protected group,” what aspects of employment are protected, and what constitutes “discrimination.” Also discussed are: guidelines on how to recognize and avoid discriminatory behaviors at work; case studies relating to discrimination in the employment context; and who to contact on campus for assistance with discrimination issues. <b>This course counts toward the Frontline Leadership Certificate and also as a D&amp;I Elective.</b></p>	<p><b>COEE01</b></p>
<p><b>Frontline Leadership Orientation:</b> Introductory class to the Frontline Leadership Program - a skill training program designed for new supervisors, developing team leaders or front-line supervisors with a focus on team building, policies, procedures, legal and compliance issues that are specific to Florida State University. <b>Required for those interested in beginning the Frontline Leadership Certificate Series Program. Available only online.</b></p>	<p><b>LSFLL1</b></p>
<p><b>Fundamentals of Discipline &amp; Collective Bargaining Contract Administration:</b> The supervisor’s role in the University’s Progressive and Cumulative Disciplinary Process; also reviews Collective Bargaining Agreements. <b>This course counts toward the Frontline Leadership Certificate. Available online as Course Number: LSFDO</b></p>	<p><b>LSFD01</b></p>
<p><b>Internal Controls and Fraud:</b> Learn what it takes to establish and maintain a sound system of checks &amp; balances in your workplace, so that fraud and other forms of unethical behaviors are less likely to occur. This class is especially helpful for those offices that deal with fiscal matters. <b>This course counts toward the Frontline Leadership Certificate</b></p>	<p><b>COICO1</b></p>

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<p><b>Finding the Right Candidate:</b> Learn effective interviewing skills and techniques to be able to select the best candidate for your position. <i><b>This course counts toward the Frontline Leadership and HR Department Representatives Certificates.</b></i></p>	<p><b>LSIT01</b></p>
<p><b>Leadership and Change:</b> This course explores the nature of change and transition, and how it relates to leadership. Strategies to understand and effectively facilitate change will also be discussed. <i><b>This course counts toward the Frontline Leadership Certificate</b></i></p>	<p><b>LSLC01</b></p>
<p><b>Performance Management Training:</b> Provides supervisors with an overview of the performance management process; this includes a review of University performance evaluation policies and procedures, and addresses dealing with employee performance issues. <i><b>This course counts toward the Frontline Leadership Certificate. Available online as Course Number: LSPETO</b></i></p>	<p><b>LSPET1</b></p>
<p><b>Sexual Misconduct Training for Supervisors: What You Need to Know:</b> Addresses the responsibilities and duties of FSU supervisors regarding suspected instances of sexual misconduct on campus. Special emphasis is placed on recognizing sexual harassment (Quid Pro Quo and Hostile Environment), proactively managing the workplace to minimize occurrence, reporting requirements applicable to supervisors, possible disciplinary action, complaint procedures, and non-retaliation policies. After completing this course, supervisors will know how to handle sexual harassment complaints if they arise, how to respond to a sexual battery incident, and who to contact on campus for assistance with these issues. <i><b>This course counts toward the Frontline Leadership Certificate</b></i></p>	<p><b>LSSHS1</b></p>
<p><b>Team Dynamics:</b> How supervisors can improve team performance by learning more about their own personal styles, and how to address them with those on their team to improve the workplace environment. <i><b>This course counts toward the Frontline Leadership Certificate.</b></i></p>	<p><b>LSTD01</b></p>
<p><b>Workplace Accidents, Prevention &amp; Management:</b> Examines how to prevent workplace accidents and what to do should one occur; also workers compensation and automobile liability. <i><b>This course counts toward the Frontline Leadership Certificate</b></i></p>	<p><b>COWA01</b></p>
<p><b>5. DIVERSITY AND INCLUSION TRAINING</b></p>	
<p><b>Course Name &amp; Description</b></p>	<p><b>Course Code</b></p>
<p><b>Bridging Cultures I:</b> Introduction to Intercultural Communication This workshop will provide participants with the fundamentals of effective intercultural communication skills. The workshop helps participants develop an awareness of their own cultural identity and recognize intercultural diversity at FSU. Please note: You must complete this course prior to attending Bridging Cultures II. It is most efficient to complete all 4 sessions within a semester, however, you may complete all</p>	<p><b>CSBC01</b></p>

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# Training and Organizational Development

## Training Course Catalog

<p>sessions within 1 year in the following order: Bridging Cultures 1 and 2 during one semester, and Bridging Cultures 3 and 4 during the following semester. <b><i>This course counts towards CGE Global Partner Certificate and toward HR Customer Service Certificate</i></b></p>	
<p><b>Bridging Cultures II:</b> Cross-Cultural Encounters (with IES) This session will emphasize real-life cross-cultural situations and engage participants in a variety of simulation activities. Participants will also complete a self-assessment Intercultural Effectiveness Scale (IES) and learn how to develop strategies for more effective cross-cultural engagement. Please note: It is most efficient to complete all 4 sessions within a semester. However, you may complete all sessions within 1 year in the following order: Bridging Cultures 1 and 2 during one semester and Bridging Cultures 3 and 4 during the following semester. <b><i>You must have taken Bridging Cultures I and be working towards CGE Global Partner Certificate.</i></b></p>	<b>CSBC02</b>
<p><b>Bridging Cultures III:</b> Managing Intercultural Conflict - This workshop will introduce participants to various styles of intercultural conflict management and negotiation processes. Participants will learn how to assess their cultural management style in order to be more effective when working across cultures and manage cultural issues successfully. Please note: It is most efficient to complete all 4 sessions within a semester. However, you may complete all sessions within 1 year in the following order: Bridging Cultures 1 and 2 during one semester, and Bridging Cultures 3 and 4 during the following semester. <b><i>You must have taken Bridging Cultures I and Bridging Cultures II, and be working towards CGE Global Partner Certificate.</i></b></p>	<b>CSMIC1</b>
<p><b>Bridging Cultures IV:</b> Developing Global Competence &amp; Lessons Learned. This session will address the process of becoming more globally competent through the 6 stage developing intercultural sensitivity process. Participants will share their experiences and lessons learned from their ongoing cross-cultural engagement and training. Please note: It is most efficient to complete all 4 sessions within a semester. However, you may complete all sessions within 1 year in the following order: Bridging Cultures 1 and 2 during one semester, and Bridging Cultures 3 and 4 during the following semester. <b><i>You must have taken Bridging Cultures I, Bridging Cultures II, and Bridging Cultures III and be working toward CGE Global Partner Certificate.</i></b></p>	<b>CSDGC</b>
<p><b>Cultural Competence &amp; Higher Education:</b> Provides participants with an understanding of multiculturalism and cultural competence within the broad context of higher education. This session will focus on enhancing our awareness, knowledge and skills in the area of multicultural competence in order to work more effectively with diverse student, faculty and staff populations. Our university's efforts related to diversity will be discussed and participants will explore the connection between multicultural competency and their professional role at the university. <b><i>This course counts toward the Diversity &amp; Inclusion Certificate Series.</i></b></p>	<b>PDDI02</b>

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<p><b>Cultural Competence in Administration &amp; Management:</b> Explores cultural competence as it relates to the administrative, management, and leadership tasks common throughout our campus environment. Participants will reflect on how diversity influences leadership, planning, and teamwork in their areas. The multicultural competencies associated with meaningful and culturally relevant services are identified, and strategies for developing these competencies are explored. <b>This course counts toward the Diversity &amp; Inclusion Certificate Series.</b></p>	<p><b>PDDI03</b></p>
<p><b>Cultural Competence in Teaching &amp; Research:</b> Focuses on the theoretical basis for multicultural competence. During the session participants will explore oppression, its effects on the college community and the overall FSU experience. Participants will use case studies and small group exercises to learn and apply relevant theories to current challenges related to diversity in higher education. <b>This course counts toward the Diversity &amp; Inclusion Certificate Series</b></p>	<p><b>PDDI04</b></p>
<p><b>D&amp;I Cert Orientation:</b> This workshop is designed to introduce participants to the purpose and goals of the FSU Diversity &amp; Inclusion Certificate. This session will outline the three components of the certificate in detail and will also provide tips on how to navigate the Certificate’s site online. <b>It counts toward the Diversity &amp; Inclusion Certificate Series. Available only online.</b></p>	<p><b>PDDI01</b></p>
<p><b>Embracing Diversity: Cultivating Respect and Inclusion:</b> Embracing Diversity: Cultivating Respect and Inclusion- The Office of Human Resources delivers unique and interactive diversity training, reaching far beyond race, culture, gender, sensitivity and tolerance. This training course covers an overview to diversity and inclusion, such as history, definitions, what diversity &amp; inclusion means to FSU. Through interactive activities and videos participants are introduced to the value proposition for diversity—What’s In It For Me...”WII FM”, culture as a framework for understanding diversity, different generations in the workplace, tools on how to handle conflicts and much more. <b><i>This course counts as an elective towards the Diversity &amp; Inclusion Certificate</i></b></p>	<p><b>CODIV2</b></p>
<p><b>Prejudice Reduction Workshop:</b> Florida State University is an Affiliate Campus of the National Coalition Building Institute (NCBI). Through this affiliation, Florida State has established a campus NCBI team designed to facilitate prejudice reduction workshops, serve as a critical response team, and incorporate the principles of inclusion and social justice throughout campus policy, procedures, and decision making. Through this one-day workshop, participants can expect to experience progressive exercises that will examine the information and misinformation we have learned about groups other than our own; the ways in which we have internalized stereotypes about our own social identity groups; ways to effectively respond to micro aggressions and other oppressive behaviors that create dialogue ultimately leading to positive change. The workshop is rooted in audience participation and active listening using a series of personal reflection, pair and share, and small-group activities.</p>	<p><b>PDNCBI</b></p>

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<p><b>Seminole Allies &amp; Safe Zones 101:</b> The Seminole Allies and Safe Zones 101 workshop is a basic training in allyship and contemporary LGBTQ issues. Please visit <a href="http://sga.fsu.edu/safe-zone">sga.fsu.edu/safe zone</a> for more information. <b><i>This course counts as an elective towards the Diversity &amp; Inclusion Certificate</i></b></p>	<p><b>PDSZ01</b></p>
<p><b>Seminole Allies &amp; Safe Zones 201, Trans Ally:</b> Trans Ally is a two-hour training that will engage participants in understanding trans identities, gender variance, socialized gender expectations, intersex identities, and becoming allies to people with trans and other gender variant identities. <b><i>This course counts as an elective towards the Diversity &amp; Inclusion Certificate</i></b></p>	<p><b>PDS201</b></p>
<p><b>Seminole Allies &amp; Safe Zones 202, Personal Identity Development:</b> Personal Identity Development is a two-hour workshop that will engage participants in exploring their own identity development as allies using identity development models, reflection tools, and interactive exercises. Identity development of LGB individuals will also be discussed and examined using multi-media and discussion. <b><i>This course counts as an elective towards the Diversity &amp; Inclusion Certificate</i></b></p>	<p><b>PDS202</b></p>
<p><b>Seminole Allies &amp; Safe Zones 203, Navigating the Holidays:</b> Navigating the Holidays is a two-hour workshop that will engage participants in understanding the dimensions of LGBTQ+ students' experiences of going home for the holidays. This conversation-based workshop will include: dialogue regarding holiday dinner table discussions around religious beliefs and politics, navigating a non-supportive environment, and resources for students unable to go home. <b><i>This course counts as an elective towards the Diversity &amp; Inclusion Certificate.</i></b></p>	<p><b>PDS203</b></p>
<p><b>Seminole Allies &amp; Safe Zones 204, Intersecting Identities:</b> Engages participants in better understanding the complex, at times conflicting, identities that intersect with an LGBTQ+ identity. Participants will discuss and reflect upon experiences and misconceptions of intersections between LGBTQ+ identities with other salient identities, including race, religion, geographic, and global.</p>	<p><b>PDS204</b></p>
<p><b>Seminole Allies &amp; Safe Zones 205, Coming Out, Family Dynamics, &amp; Other Support Systems:</b> Engages participants in learning about the ongoing process of coming out for LGBTQ+ individuals, the challenges/barriers associated with this process, and the benefits/lived experiences of being out. Also, participants engage in understanding how family dynamics play into a person's lifelong coming out process, with a range of support levels. Join us to learn how to support someone who is coming out on campus and gather an understanding regarding how to navigate aspects of this journey.</p>	<p><b>PDS205</b></p>

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## 6. PERSONAL DEVELOPMENT TRAINING

Course Name & Description	Course Code
<p><b>Coaching Skills I - Building Authentic Student Connection:</b> This workshop will provide participants with the fundamentals for effective student meetings, which begins with connecting and practicing non-judgement. Participants will be presented with recent research on the importance behind connection as well as opportunities to role play and practice building connections with others.</p>	PDSCS1
<p><b>Coaching Skills II - Guidelines for Listening and Asking Questions:</b> This workshop will provide participants with the skills necessary to listen to students and ask appropriate questions geared toward understanding and empowering students. Participants will be provided sample verbiage and time to practice their listening and questioning skills with others. <i><b>Prerequisite: Coaching Skills I and working toward the Student Coaching Skills Certificate.</b></i></p>	PDSCS2
<p><b>Coaching Skills III - Framing Student-Centered Meetings:</b> This workshop will provide participants with the skills necessary to frame meetings with students in order to address the student's goals and ensure the meeting remains efficient and timely. Participants will be provided time to review skills, sample verbiage to assist with achieving the student's meeting goals, and opportunities to role play. <i><b>Prerequisites: Coaching Skills I and Coaching Skills II and working toward the Student Coaching Skills Certificate</b></i></p>	PDSCS3
<p><b>Coaching Skills IV - Implementing a Solution Focus Technique with Confidence:</b> This workshop will provide participants with the skills necessary to uncover solutions with students and exhibit confidence in utilizing the skills in order to best support various student populations regardless of the issue. Participants will be provided sample verbiage and role play opportunities. <i><b>Prerequisites: Coaching Skills I, Coaching Skills II, Coaching Skills III and working toward the Student Coaching Skills Certificate.</b></i></p>	PDSCS4
<p><b>Exam Design I -</b> Part one of a two part workshop sponsored by the Center for Teaching Excellence designed to help participants craft exams that accurately assess student learning. Issues such as alignment, design, writing and evaluation questions (including multiple choice questions), preparing students for exams and many other issues will be discussed. <b>Participants must register for both workshops PDEDI1 and PDEDI2.</b></p>	PDEDI1

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<p><b>Exam Design 2</b> - Part two of a two part workshop sponsored by the Center for Teaching Excellence designed to help participants craft exams that accurately assess student learning. Issues such as alignment, design, writing and evaluation questions (including multiple choice questions), preparing students for exams and many other issues will be discussed. <b>Participants must register for both workshops PDEDI1 and PDEDI2.</b></p>	<p><b>PDEDI2</b></p>
<p><b>Microsoft Excel I:</b> Designed to help users learn how to create a spreadsheet, format a spreadsheet, manipulate data, utilize formulas, and generate charts. In addition, the material also covers some useful tips and keyboard shortcuts.</p>	<p><b>PDXL1</b></p>
<p><b>Microsoft Excel II:</b> Designed to help users learn how to create a pivot table, manipulate a pivot table, and make use of the VLOOKUP function. Users may find it helpful to first attend the Introduction to Excel class, where many of the basic Excel functions are covered.</p>	<p><b>PDXL2</b></p>
<p><b>Prejudice Reduction Workshop:</b> Florida State University is an Affiliate Campus of the National Coalition Building Institute (NCBI). Through this affiliation, Florida State has established a campus NCBI team designed to facilitate prejudice reduction workshops, serve as a critical response team, and incorporate the principles of inclusion and social justice throughout campus policy, procedures, and decision making. Through this one-day workshop, participants can expect to experience progressive exercises that will examine the information and misinformation we have learned about groups other than our own; the ways in which we have internalized stereotypes about our own social identity groups; ways to effectively respond to micro aggressions and other oppressive behaviors that create dialogue ultimately leading to positive change. The workshop is rooted in audience participation and active listening using a series of personal reflection, pair and share, and small-group activities.</p>	<p><b>PDNCBI</b></p>
<p><b>Seminole Allies &amp; Safe Zones 301, Train the Facilitator:</b> Train the Facilitator is a professional development for FSU Faculty and Staff to become co-facilitators for Seminole Allies 101. We open applications during the Summer and Spring semester for new facilitators. The initial facilitator training is 7 hours long. Facilitators are required to facilitate.</p>	<p><b>PDS301</b></p>
<p><b>Stressed Out:</b> Are you feeling “stressed-out”? We all deal with stressors in our lives, but too much stress can be very detrimental to our overall health—mentally, emotionally, and physically. Come join us to learn some helpful ways to effectively manage your stress and improve your overall well-being! <b><i>This course counts toward the Customer Service Certificate Series.</i></b> This may also be taken as a stand-alone course.</p>	<p><b>PDSCO01</b></p>



# Training and Organizational Development Training Course Catalog

## 7. COMPUTER BASED TRAINING

**NOTE:** CBT courses can be completed at any time. The 12/31/20XX date is used as a session date for all Computer Based Training (CBT) classes so that employees may register at any time. Once registered, employee will receive instructions to complete the online course.

Course Name & Description	Course Code
<p><b>ADA: Understanding the Americans with Disabilities Act (Online):</b> Examines State Law and University Policy regarding individuals with disabilities; disability etiquette; case studies; and campus contacts for assistance in handling ADA issues with employees, students, and visitors to campus. <b><i>This course counts toward the Frontline Leadership Certificate &amp; D&amp;I Elective.</i></b></p>	<p><b>COADAO</b></p>
<p><b>Attendance and Leave (Online):</b> Participants will be provided in-depth knowledge of the attendance &amp; leave policies and procedures at Florida State University. Utilizing an open-lecture method of communication, attendees will be encouraged to generate examples they have experienced and question the proper way to handle individual situations regarding time entry. Topics include, work and leave rules at FSU, 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. An overview of Faculty leave is included in this class. <b>Course counts toward Time and Labor Representative Certificate.</b></p>	<p><b>COALO</b></p>
<p><b>Cash Management (Online):</b> Designed for departmental Cash Collection staff. Cash handling policies, procedures, internal controls and guidelines will be covered. Specific responsibilities for the Biller/Invoicer, Cashier, Cash Point Supervisor, Deposit Preparer and Reconciler will also be detailed.</p>	<p><b>BTCMT1</b></p>
<p><b>Criminal History Background Check Process (Online):</b> Participants of this class will receive training on applicable state/federal laws, regulations, University policy and procedures, required forms, and job duties which may require a background check with the goal of properly and efficiently administering the background check process for their departments. This course is highly recommended for Department Representatives and Hiring Managers. <b>This class counts toward the HR Department Representative Certificate.</b></p>	<p><b>COCHBO</b></p>
<p><b>Curriculum Management 101 (Online):</b> Appropriate for staff who manage academic course building and scheduling. Topics include: Building class sections; assigning meeting times and instructors to classes; establishing enrollment controls and using reserve capacity functionality; assigning textbooks to classes; and using Ad Astra to assign a class to the best possible meeting space.</p>	<p><b>CMSTP2</b></p>

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# Training and Organizational Development Training Course Catalog

<p><b>D&amp;I Cert Orientation (Online):</b> Designed to introduce participants to the purpose and goals of the FSU Diversity &amp; Inclusion Certificate. This session will outline the three components of the certificate in detail. The presentation will also provide tips on how to navigate the Certificate's online site. <b>Counts toward the Diversity &amp; Inclusion Certificate Series.</b></p>	<p><b>PDDI01</b></p>
<p><b>Employee Data Management Processes (Online):</b> : Reviews electronic &amp; paper personnel action forms for non-faculty employees. Topics include: Appointment Actions, One-Time Pays, HR deadlines, I-9, and navigating within the OMNI HR/ Payroll system. <b><i>This course counts toward the HR Department Representative Certificate</i></b></p>	<p><b>COUSC1</b></p>
<p><b>Employee FLSA Time Management (Online):</b> This session will provide information to employees on the Fair Labor Standards Act changes and instruction on timekeeping for non-exempt employees. <b>Note: Managers are directed to register for course number: MFLSAO - Online Manager FLSA Time Management for Nonexempt Employees in lieu of this course</b></p>	<p><b>EFLSAO</b></p>
<p><b>Employing Foreign Nationals (Online):</b> Overviews FSU's multi-dimensional process of hiring foreign nationals for temporary appointments. Topics include: documents and paperwork required for the appointment; Glacier and Basic Tax Issues and more.</p>	<p><b>COINTO</b></p>
<p><b>Faculty Search Committee Training (Online):</b> Provides those selected to serve on Faculty search committees with guidance on recruitment, interviewing and compliance issues as well as a toolkit of easy access links to useful forms, documents and other resources to ensure excellence and consistency throughout the screening and hiring process. Everyone involved in faculty hiring is encouraged to enroll. Mandatory training for Committee Chair.</p> <p>To enroll in training, click <a href="https://searchtraining.hr.fsu.edu">https://searchtraining.hr.fsu.edu</a></p>	
<p><b>Family Medical Leave Act of 1993 (Online):</b> Provides an overview of the FMLA of 1993 and strategies on how to manage employees who are on FMLA leave. <b><i>This course counts toward the Frontline Leadership, Time &amp; Labor and HR Department Representatives Certificates.</i></b></p>	<p><b>COFMLO</b></p>
<p><b>Faculty Expertise &amp; Advancement System (Online):</b> Designed to train staff to become delegates on behalf of faculty within the Faculty Expertise and Advancement System (FEAS). Course material will cover logging in, serving as a delegate, entering data, and running reports. Course completion is required before delegate access will be granted to FEAS.</p>	<p><b>BTFEAO</b></p>
<p><b>Frontline Leadership Orientation:</b> Introductory class to the Frontline Leadership Program - a skill training program designed for new supervisors, developing team leaders or front-line supervisors with a focus on team building, policies, procedures, legal and compliance issues that are specific to Florida State University. <b><i>Required for those interested in beginning the Frontline Leadership Certificate Series Program. Available only online.</i></b></p>	<p><b>LSFLL1</b></p>

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<p><b>Fundamentals of Discipline (Online):</b> Reviews the supervisor's role in the University's Progressive and Cumulative Disciplinary Process, as well as an overview of Collective Bargaining Agreements. <i><b>This course counts toward the Frontline Leadership Certificate.</b></i></p>	<p><b>LSFDO</b></p>
<p><b>Graduation Clearances (Online):</b> Introduction to the graduation component of myFSU Student Central. The intended audience is Dean's Office staff who perform graduation clearances. <i><b>Prerequisite: Student Records 101</b></i></p>	<p><b>SCGC1</b></p>
<p><b>Manager FLSA Time Management (Online):</b> Provides information to managers on the Fair Labor Standards Act changes and instruction on time management for nonexempt employees. Managers are directed to take this course in lieu of course number EFLSA , Employee FLSA Training.</p>	<p><b>MFLSAO</b></p>
<p><b>New Employee Orientation or NEO (Online):</b> NEO Introduces new employees to the University, providing important information on policies, procedures, benefits, important university contacts, and more. All new FSU employees are required to complete NEO. Access at: <a href="http://hr.fsu.edu">hr.fsu.edu</a> &gt; Working at FSU &gt; New Employee Information</p>	
<p><b>PCard Proxy Training (Online):</b> Covers basic PCard administrative guidelines, card limits, the allowable list and the responsibilities of Proxies and Cardholders. The class will include hands-on coding and approving of PCard transactions, covering the situations frequently encountered in the weekly reconciliation process. The monthly Bank reconciliation process will be explained, along with an overview of the reconciliation/receipt imaging process.</p>	<p><b>BTPCD1</b></p>
<p><b>Performance Management (Online):</b> Reviews how supervisors should conduct annual reviews of their employees' work performance. <i><b>This course counts toward the Frontline Leadership Certificate.</b></i></p>	<p><b>LSPETO</b></p>
<p><b>Promotion &amp; Tenure Training (Online):</b> For department and college staff who will be assisting faculty members in the eBinder preparation process within the new promotion and tenure customized workflow (available through myFSU HR). <b>This training is for staff and is by invitation only.</b></p>	<p><b>BTOPTO</b></p>
<p><b>Property Training (Online):</b> <b>Please note: BTPT01 DOES NOT count toward the Financial Representative Training Certificate.</b> It is designed primarily for departmental Property Managers and Property Custodians. However, all departmental financial representatives should find it beneficial. Property definitions and accounting, policies, procedures, and responsibilities are covered. Forms, queries and resources will also be provided. <i>For credit toward the Financial Representative Training Certificate, you must complete the onsite course number BTPT02.</i></p>	<p><b>BTPT01</b></p>

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<p><b>Purchasing Cardholder Training (Online):</b> Covers the requirements and responsibilities of purchasing card cardholders. Prior to becoming a cardholder, this class must be completed and a passing grade obtained in the post test.</p>	<b>BTPCC1</b>
<p><b>Spearmart Requester Training (Online):</b> Attendees will learn the new procedures to create shopping carts using catalogs and forms, submit requisitions, and manage orders in the new procurement system implemented in March 2017. <b>**This course is for current OMNI Requesters. Shoppers and Approvers are welcome as space permits**</b></p>	<b>BTSRTO</b>
<p><b>Staff Search Training (Online):</b> Provides those selected to serve on the Staff Search Hiring Team with guidance on recruitment, interviewing and compliance issues as well as a toolkit of easy access links to useful forms, documents and other resources to ensure excellence and consistency throughout the screening and hiring process. Everyone involved in staff hiring is encouraged to enroll. Mandatory training for Committee Chair.</p> <p>To enroll in training, click <a href="https://searchtraining.hr.fsu.edu">https://searchtraining.hr.fsu.edu</a></p>	
<p><b>Student Central 101 (Online):</b> Designed to introduce administrative users of the University's student information system to myFSU Student Central. Topics include: an overview of the scope and timing of the project; an introduction to the web-based interface, including instruction in navigating and searching; self-service and student center; the program-plan stack; campus and location; and how identifying information (bio-demo) is maintained and stored in the Campus Community module.</p> <p>This class is a prerequisite for administrative users who will be enrolling in subsequent classes taught by the Registrar's Office, Financial Aid, Student Financial Services, Undergraduate Studies and the Graduate School.</p>	<b>SCSTU1</b>
<p><b>Student Central Advisor Center (Online):</b> Provides full-time faculty/staff who deliver undergraduate academic advising services (including advising, academic success coaching, and mapping) with a foundational knowledge of related functions and tools in Student Central. Opportunities for additional training to obtain access to update student enrollment functions (placing holds, adding, dropping, and swapping courses manually, etc.) will be discussed. <b>Prerequisite: Student Central 10.</b></p>	<b>SCADVC</b>
<p><b>Student Records 101 (Online):</b> In this introduction to the Student Records module of myFSU Student Central, members of the Registrar's Office staff will provide instruction on how to look up student personal and academic information in the new system; how to interpret the program-plan stack and history; the basics of academic statistics, holds, class search and registration.</p>	<b>SCSR1</b>

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# Training and Organizational Development

## Training Course Catalog

<p>Instructors will guide trainees through the system in hands-on exercises designed to ensure comfort with navigating within the system, understanding how to read student data, and answer basic questions from students regarding searching and registering for classes. This course is appropriate for staff and faculty who use the student system intensively in the course of their workday. Casual users, who may only occasionally need to look up a student's contact information or schedule, would be best served taking advantage of short online tutorials available at a later date. <b>Prerequisite: Student Central 101. Staff and faculty who change majors and perform enrollment functions will also need to register for the next course in this series, Student Records 201.</b></p>	
<p><b>Student Records 201 (Online):</b> Covers administrative enrollment (registration) functions and management of student program/plan stacks. Specific topics include the use of Quick Enroll and Enrollment Request; adding and dropping classes on a student's schedule; enrollment restrictions, overrides, and modifying variable credit classes; changing majors; and adding and removing plans; and adding and removing degrees. This course is appropriate for staff and faculty who perform drop/add and/or major changes as part of their job. <b>Prerequisite: Student Records 101.</b></p>	<p><b>SCSR20</b></p>
<p><b>Travel Card Training (Online):</b> Trains Travel Card holders in the fundamentals and responsibilities of Travel Card policies and procedures. This class is required for new Travel Card applicants or for refresher training on Travel Card policies. <b><i>If you are a travel representative or need to process Travel Card charges in OMNI, you must attend the in-person training class offered, BTTE03.</i></b></p>	<p><b>BTTE04</b></p>