

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 or OMNI HR Self-Service to locate course session schedule and availability.

BUSINESS TRANSACTIONS TRAINING OMNI - FINANCIALS

COURSE NUMBER	COURSE NAME
BTBIA1	myFSU BI Analytics: This course is designed to help users learn how to create a basic financial analysis and edit existing Dashboard reports in myFSU BI.
BTBUD2	Introduction to Auxiliaries: 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.
BTBUD3	Auxiliary Rate Calculation: 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 revenuehourly, cost plus and cost plus fixed.
BTBUD5	Budget Entry Workshop: Workshop to assist any Salary Preparer or Budget Preparer with their budget entry.
BTCMT1	Cash Management: 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.
BTFA01	Introduction to University Accounting: 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 & Accounting positions at FSU. Completion of this course is a prerequisite to BTFA02 & BTFA03. <i>This course counts toward the Financial Rep Certificate.</i>

BTFA02	<p>Financial Reporting Tools: 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></p>
BTFA03	<p>General ledger Reconciliation: 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. Prerequisites are BTFA01 & BTFA02. <i>This course counts toward the Financial Rep Certificate.</i></p>
BTHYB1	<p>Hyperion Budget Training: This class provides instruction on how to enter an annual operating budget in Hyperion Budget System.</p>
BTPUR1	<p>eProcurement 9.2: This class is designed to provide a clear understanding of exactly what is required for requisitions and how to “best” manage them. OMNI system updates will also be addressed. <i>This course counts toward the Financial Rep Certificate.</i></p>
BTPUR2	<p>Procurement Policies: 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. <i>This course counts toward the Financial Rep Certificate.</i></p>
BTPT01	<p>Property Training Online: Please note: BTPT01 DOES NOT count toward the Financial Representative Training Certificate. 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 will be 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>
BTPT02	<p>Property Training: This onsite course is 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. <i>This course counts toward the Financial Rep Certificate.</i></p>
BTRRR1	<p>E&G Rate Reconciliation using OBI Reporting: Learn how to balance your E&G rate and positions to your E&G Salary Allocations using new OBI reports.</p>

BTTE03	Travel Expense & T-Card for Representatives & Approvers - This course trains travel representatives, Travel Card holders and approvers in the fundamentals of travel & expenses and the travel card in the OMNI system. Participants will gain an understanding of travel & Travel card policy and OMNI concepts such as: creating & submitting travel authorizations, cash advances, processing expense reports for travel reimbursements & Travel Card purchases. They will also learn how to budget check and approve/deny submitted documents. <i>This course counts toward the Financial Rep Certificate.</i>
BTTE04	Travel Card Online Training: This online course 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.
COICO1	Internal Controls and Fraud: Learn what it takes to establish and maintain a sound system of checks & 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. <i>This course counts toward the Frontline Leadership Certificate.</i>

BUSINESS TRANSACTIONS TRAINING

OMNI – HUMAN RESOURCES

- BTREC1** **OMNI e-Recruit:** 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. *This course counts toward the HR Department Representative Certificate.*
- B TTL01** **eTime for Time and Labor Representatives and Supervisors:** Focuses on training end-users and how to successfully use OMNI Manager Self-Service for Time & 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. *This course counts toward the Time and Labor Representative Certificate.*
- COAL01** **Attendance and Leave:** Participants will be provided in-depth knowledge of the attendance & 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. Course counts toward Time and Labor Representative Certificate. *This course counts toward the Time and Labor Representative Certificate.* Course also available online – Course Number: COALO
- COCHB1** **Criminal History Check Process:** Participants of this class will be provided an overview of when a background check is required, how to request a background check, the background check review process, and associated statutes. This course is highly recommended for Department Representatives and Hiring Managers. This class is also available online. This class counts toward the HR Department Representative Certificate. **Available online as Course Number: COCHBO**
- COINT3** **Employing Foreign Nationals:** 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
- COUSC1** **EDM Processes:** 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.
- COI92** **Form I-9, Guardian, E-Verify:** 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. Bring your guardian log in information to the session you attend.

BUSINESS TRANSACTIONS TRAINING INSTITUTIONAL RESEARCH

BTFAC6 FACET EX Effort Certification: 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

BUSINESS TRANSACTIONS TRAINING SPONSORED RESEARCH ADMINISTRATION

PDWS01 Webspac Training: Training will consist of an introductory session as well as training for the WebSpace software which will be used to perform the space survey.

SRA01 Proposal Basic/ Electronic Submission Systems: This session will be hands-on focusing on the fundamentals of proposal development from searching 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.

SRA02 Advances/ Cost Transfers: This session will provide an overview of the advance and cost transfer process, policy and procedures.

SRA03 SRA Financial Management: This session will encompass compliance requirements and OMNI inquiry/OBI reporting tools for managing Sponsored projects including looking up available balances by project/department and running monthly reports. ***This course counts toward the Financial Rep Certificate.***

SRA04 Hands On Budget: This session will provide a hands-on approach to prepare proposal budgets, budgetary amendments (adding and deducting funding from projects), and re-budgeting among categories and projects.

SRA05 FSURF Acct Recon & Disbmt Proc: FSURF Account Reconciliation and Disbursement Procedures. This session will include hands on steps for reviewing and reconciling reports as well as completing payment requests for disbursement. This will include in depth discussions regarding the Research Foundation's accounting and disbursement procedures.

SRA06 Hot Issues in Sponsored Research: Hot Issues in Sponsored Research: This session will include current topics and hot issues in Sponsored Research.

SRA07 Cost Sharing: This session will include the basic steps required for committing cost sharing at the proposal stage and then budgeting and spending at the award stage.

SRA08 Finding Funding for your Project: This session will provide 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.

SRA09	Effort Commitments/ Certifications: This session will provide an overview of the commitment to certification cycle.
SRA10	Subcontracting/ OMB Cir. A-133: Subcontracting/ OMB Circular A-133: This session will provide an overview of the subcontract development/negotiation, execution, invoicing processes and the applicability of OMB Circular A-133, Single Audit Act.
SRA11	Award Negotiations & Processing/ Federal Acquisition Regulation Clauses: This session will include the basic steps required for review and negotiation of new awards. Additionally, terms and condition and reporting requirements imposed by FAR clauses in sponsored projects.
SRA12	NIH: National Institutes of Health. This session will provide detailed insight into NIH which will include type of grants issued, Public Health Service Financial Conflict of Interest, budgets, applications, and ERA commons.
SRA13	Tuition Waivers and Projects: This session will provide an overview of the process to charge tuition to sponsored projects.
SRA14	National Science Foundation: This session will be hands-on walking participants through proposal submission requirements, creating a budget, FASTLANE, amendments and award terms and conditions.
SRA15	Animal Care: This session will cover the federal regulations governing the use of vertebrate animals in research, testing and exhibition in accordance with Public Health Service Policy. Discuss protocol submission, review and approval process.
SRA16	Project Closeout: This session will provide participants with hands-on information concerning the administrative and financial closeout process for sponsored projects.
SRA17	Facilities and Administrative Costs/ Auxiliaries: This session will provide an overview of the F&A rate development, application and distribution processes in addition to auxiliary rate development, appropriate rates and allowability of auxiliary charges on sponsored projects.
SRA18	Intellectual Property/ Export Control: This session will focus on the intellectual property right protections used to safe guard research and laws used to regulate the dissemination of material to foreign persons/nationals through export controls.
SRA19	OMB Circulars/ Cost Accounting Standards (C.A.S.): This session will provide in-depth information concerning OMB Circulars A-110, A-133, and A-21 and their applicability to the Cost Accounting Standards.
SRA20	Open Access, Data Management and Grants Compliance: This session will focus on the services and initiatives FSU Libraries has in place to support both of these areas of growth, and provide some examples using the NIH Public Access Policy.
SRA21	State of Florida Agencies: This session will focus on the proposal submission processes, terms and conditions, and budgetary and programmatic amendments to State of Florida sponsored awards.
SRA22	Human Subjects: This session will cover the federal regulations governing the protection of human subjects in order to facilitate the research efforts of FSU faculty, students and staff.

SRA23 **Intro to Open Access:** This session will focus on the services and initiatives FSU Libraries has in place to support both of these areas of growth, and provide some examples using the NIH Public Access Policy.

SRA24 **Best Pract & Res for Data Mgmt:** 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.

SRA26 **Subcontracting/ Audit Requirements:** This session will provide an overview of the subcontract development/negotiation, execution, invoicing processes and the applicability to Audit Requirements.

SRA27 **Administrative Requirements & Cost Principles:** This session will provide in-depth information concerning Administrative Requirements and their applicability to Cost Principles.

SRA28 **Federal State of Florida Conflict of Interest/State:** This course will provide an overview of Federal and State of Florida regulations governing conflicts of interest. The discussion will include FSU policies and associated procedures.

SRA101 **Sponsored Projects Education and Resources (SPEAR) Workshop:** 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.

CUSTOMER SERVICE TRAINING

CSBC01 **Bridging Cultures:** Bridging Cultures I- 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. ***Counts toward Global Partner Certificate and toward HR Customer Service Certificate.***

CSDDP1 **Working With You is Killing Me:** 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. ***This course counts toward the Customer Service Certificate.***

PDCCS1 **Conflict Communication Skills:** 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. ***This course counts toward the Customer Service Certificate.***

CSAC01 **Speaking Your Customers Language:** This course 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 will be covered. Forms, queries and resources will also be provided. ***This course counts toward the Customer Service Certificate.***

COMPLIANCE AND ORGANIZATIONAL DEVELOPMENT

- COADA2 ADA: Understanding the Americans with Disabilities Act:** 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. ***This course counts toward the Frontline Leadership Certificate & D&I Elective. Available online as Course Number: COADAO***
- COAL01 Attendance and Leave:** Participants will be provided in-depth knowledge of the attendance & 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. ***This course also counts toward the Time & Labor Representative Certificate. Available online as Course Number : COALO***
- CODIV2 Embracing Diversity:** 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 & 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. ***This course counts as an elective towards the Diversity & Inclusion Certificate.***
- COEEO1 Avoiding Minefields in Employment Practices:** 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. ***This course counts toward the Frontline Leadership Certificate & D&I Elective. Available online as Course Number: COEEOO***
- COFML1 Family Medical Leave Act of 1993:** Provides an overview of the FMLA of 1993 and strategies on how to manage employees who are on FMLA leave. ***This course counts toward the Frontline Leadership, Time & Labor and HR Department Representatives Certificates. Available online as Course Number: COFMLO***

CORMT Records Management: 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. ***This course counts toward the HR Department Representative Certificate.***

COCHB1 Criminal History Background Check Process: Participants of this class will be provided an overview of when a background check is required, how to request a background check, the background check review process, and associated statutes. This course is highly recommended for Department Representatives and Hiring Managers. This class is also available online. This class counts toward the HR Department Representative Certificate. ***This course counts toward the HR Department Representative Certificate. Available online as Course Number: COCHBO***

COSHP1 Sexual Misconduct: 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.

LSSHS1 What You Need to Know: Sexual Misconduct Training for Supervisors: This course 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. This course counts toward the Frontline Leadership Certificate.

COWA01 Workplace Accidents, Prevention & Management: Examines how to prevent workplace accidents and what to do should one occur; also workers compensation and automobile liability. ***This course counts toward the Frontline Leadership Certificate.***

COFWS1 Federal Work Study- 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. Typically offered Summer Semester only. *Target Audience – Department Payroll Representatives and persons of interest.*

Leadership and Supervisory Training

- LSFLL1 Frontline Leadership Orientation:** 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. This is an online course. ***Required for those interested in beginning the Frontline Leadership Certificate Series Program.***
- LSEAP1 EAP for Supervisors:** 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. ***This course counts toward the Frontline Leadership Certificate.***
- LSFD01 Fundamentals of Discipline & Collective Bargaining Contract Administration:** The supervisor's role in the University's Progressive and Cumulative Disciplinary Process; also reviews Collective Bargaining Agreements. ***This course counts toward the Frontline Leadership Certificate. Available online as Course Number: LSFDO***
- LSIT01 Interview Techniques:** Learn effective interviewing skills and techniques to be able to select the best candidate for your position. ***This course counts toward the Frontline Leadership and HR Department Representatives Certificates. Available online as Course Number: LSITO***
- LSPET1 Performance Management Training:** 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. ***This course counts toward the Frontline Leadership Certificate. Available online as Course Number: LSPETO***
- LSSHS1 What You Need to Know: Sexual Misconduct Training for Supervisors:** This course 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. ***This course counts toward the Frontline Leadership Certificate.***
- LSTD01 Team Dynamics:** 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. ***This course counts toward the Frontline Leadership Certificate.***

Diversity & Inclusion

CODIV2	Embracing Diversity: Diversity, Inclusion & Compliance. This training is designed to provide employees with knowledge and resources to create inclusive, harassment-free workplaces; instruction on reporting of inappropriate behavior and ensuring efficient response; and available resources to support diversity and inclusion at FSU.
PDDI01	D&I Cert Orientation: This workshop is an interactive online presentation designed to introduce participants to the purpose and goals of the FSU Diversity & 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 Blackboard site. This course counts toward the Diversity & Inclusion Certificate Series.
PDDI02	Cultural Competence & Higher Education. This workshop will provide 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. Available Fall and Spring Semesters. This course counts toward the Diversity & Inclusion Certificate Series.
PDDI03	Cultural Competence in Administration & Management. The purpose of this workshop is to explore 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. Available Fall and Spring Semesters. This course counts toward the Diversity & Inclusion Certificate Series.
PDDI04	Cultural Competence in Teaching & Research. This workshop will focus 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. Available Fall and Spring Semesters. This course counts toward the Diversity & Inclusion Certificate Series.
PDSZ01	Seminole Allies & Safe Zones 101: The Seminole Allies and Safe Zones 101 workshop is a basic training in allyship and contemporary LGBTQ issues. Please visit sga.fsu.edu/safe_zone for more information. <i>This course counts as an elective towards the Diversity & Inclusion Certificate.</i>
PDS201	Seminole Allies & Safe Zones 201 – Trans Ally: 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. <i>This course counts as an elective towards the Diversity & Inclusion Certificate.</i>

- PDS202** **Seminole Allies & Safe Zones 202 – Personal Identity Development:** 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. ***This course counts as an elective towards the Diversity & Inclusion Certificate.***
- PDS203** **Seminole Allies & Safe Zones 203 – Navigating the Holidays:** 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. ***This course counts as an elective towards the Diversity & Inclusion Certificate.***
- PDS301** **Seminole Allies & Safe Zones 301 – Train the Facilitator:** 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.

Computer Based Training

New Employee Orientation (NEO): Presented in online format, 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 online NEO at: hr.fsu.edu > Working at FSU > New Employee Information.

BTCMT1 **Online Cash Management:** 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.

BTPCC1 **Online Purchasing Cardholder Training:** In this online class you will learn about the requirements and responsibilities of purchasing card cardholders. It is required to complete the class and pass the test before one can become a cardholder.

BTPCD1 **Online PCard Proxy Training:** This class 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.

BTPT01 **Property Training Online:** Please note: BTPT01 **DOES NOT** count toward the Financial Representative Training Certificate. 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 will be 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.

BTTE04 **Travel Card Online Training:** This online course 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, BTTE03.

COADAO	Online ADA: Understanding the Americans with Disabilities Act: 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. This course counts toward the Frontline Leadership Certificate & D&I Elective.
COALO	Attendance and Leave Online: Participants will be provided in-depth knowledge of the attendance & 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. Course counts toward Time and Labor Representative Certificate.
COEEOO	Online EEO: Avoiding Minefields in Employment Practices: Examines issues related to Equal Employment Opportunity Law at the Federal, State, and University Policy level. Addresses 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. <i>This course counts toward the Frontline Leadership Certificate & D&I Elective.</i>
COFMLO	Online Family Medical Leave Act of 1993: Provides an overview of the FMLA of 1993 and strategies on how to manage employees who are on FMLA leave. <i>This course counts toward the Frontline Leadership, Time & Labor and HR Department Representatives Certificates.</i>
COINTO	Online Employing Foreign Nationals: 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.
COSHPO	Online Sexual Misconduct: This course is for ALL employees and reviews FSU's stance on sexual misconduct at the University. It reviews the University's policy, as well as what constitutes sexual misconduct. Reporting requirements and procedures are also addressed.
COUSC1	Online Employee Data Management Processes: Reviews electronic & 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. This course counts toward the HR Department Representative Certificate. <i>This course counts toward the HR Department Representative Certificate.</i>
LSFDO	Online Fundamentals of Discipline: Reviews the supervisor's role in the University's Progressive and Cumulative Disciplinary Process, as well as an overview of Collective Bargaining Agreements. <i>This course counts toward the Frontline Leadership Certificate.</i>
LSFLL1	Frontline Leadership Orientation: 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. Required for those interested in beginning the Frontline Leadership Certificate Series Program.
LSITO	Online Interview Techniques: Learn effective interviewing skills and techniques to be able to select the best candidate for your position. <i>This course counts toward the Frontline Leadership Certificate and HR Department Representative Certificate.</i>
LSPETO	Online Performance Management: Reviews how supervisors should conduct annual reviews of their employees' work performance. <i>This course counts toward the Frontline Leadership Certificate.</i>

LSSH50 **Online Sexual Misconduct: What You Need to Know:** For FSU supervisors. Addresses the responsibilities and duties of FSU supervisors regarding suspected instances of sexual misconduct on campus. *This course counts toward the Frontline Leadership Certificate.*

PDDI01 **D&I Cert Orientation:** This workshop is an interactive online presentation designed to introduce participants to the purpose and goals of the FSU Diversity & 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 Blackboard site. **This course counts toward the Diversity & Inclusion Certificate Series.**

Other Personal Development Training

PDXL1 **Microsoft Excel I:** This course is 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.

PDXL2 **Microsoft Excel II:** This course is 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.