**Business Transactions Training**

**OMNI - Financials**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
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</thead>
<tbody>
<tr>
<td>BTCMT1</td>
<td>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.</td>
</tr>
<tr>
<td>BTFA01</td>
<td>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 &amp; Accounting positions at FSU. Completion of this course is a prerequisite to BTFA02 &amp; BTFA03. <em>This course counts toward the Financial Representative Certificate.</em></td>
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<tr>
<td>BTFA02</td>
<td>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. This course is required in order to take BTFA03. <em>This course counts toward the Financial Representative Certificate.</em></td>
</tr>
<tr>
<td>BTFA03</td>
<td>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 &amp; BTFA02. <em>This course counts toward the Financial Representative Certificate.</em></td>
</tr>
<tr>
<td>BTPUR1</td>
<td>eProcurement: 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. <em>This course counts toward the Financial Representative Certificate.</em></td>
</tr>
</tbody>
</table>

Register Online: [www.omni.fsu.edu > Human Resources > Self Service > Learning & Development > Request Training Enrollment](http://www.omni.fsu.edu)

For information call: 644.8724

Revised: 2/25/15
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. This course counts toward the Financial Representative Certificate.

Property Training Online: This online 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.

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.

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. Presented by SRA staff. This course counts toward the Sponsored Research Administration Certificate and the Financial Representative Certificate.

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. This course counts toward the Frontline Leadership Certificate.

**BUSINESS TRANSACTIONS TRAINING**

**SPONSORED RESEARCH ADMINISTRATION**

*SEARCH BY COURSE NUMBER WHEN REGISTERING*

Proposal Basics/ 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. This course counts toward the Sponsored Research Administration Certificate.

Advances/Cost Transfers: This session will provide an overview of the advance and cost transfer process, policy and procedures. This course counts toward the Sponsored Research Administration Certificate.

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 Sponsored Research Administration Certificate and the Financial Representative Certificate.
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<tr>
<td>SRA04</td>
<td><strong>Hands on Budget:</strong> 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. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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<tr>
<td>SRA05</td>
<td><strong>FSURF Account Reconciliation and Disbursement Procedures:</strong> 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. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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<tr>
<td>SRA07</td>
<td><strong>Cost Sharing:</strong> 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. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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<tr>
<td>SRA08</td>
<td><strong>Finding Funding for your Project:</strong> 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. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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<td>SRA11</td>
<td><strong>Award Negotiations &amp; Processing/Federal Acquisition Regulation Clauses:</strong> 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. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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<tr>
<td>SRA12</td>
<td><strong>National Institutes of Health:</strong> 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. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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<td>SRA14</td>
<td><strong>National Science Foundation:</strong> This session will be hands-on walking participants through proposal submission requirements, creating a budget, FAST Lane, amendments and award terms and conditions. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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<td>SRA15</td>
<td><strong>Animal Care:</strong> 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. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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<td>SRA16</td>
<td><strong>Project Closeout:</strong> This session will provide participants with hands-on information concerning the administrative and financial closeout process for sponsored projects. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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<td>SRA17</td>
<td><strong>Facilities and Administrative Costs/Auxiliaries:</strong> This session will provide an overview of the F&amp;A rate development, application and distribution processes in addition to auxiliary rate development, appropriate rates and allowability of auxiliary charges on sponsored projects. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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<td>SRA18</td>
<td><strong>Intellectual Property/Export Control:</strong> This session will focus on the intellectual property right protections used to safeguard research and laws used to regulate the dissemination of material to foreign persons/nationals through export controls. <strong>This course counts toward the Sponsored Research Administration Certificate.</strong></td>
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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. *This course counts toward the Sponsored Research Administration Certificate.*

SRA26  
**Subcontracting/Audit Requirements:** This session will provide an overview of the subcontract development/negotiation, execution, invoicing processes and the applicability to Audit Requirements. *This course counts toward the Sponsored Research Administration Certificate.*

SRA27  
**Administrative Requirements & Cost principles:** This session will provide in-depth information concerning Administrative Requirements and their applicability to Cost Principles. *This course counts toward the Sponsored Research Administration Certificate.*

### BUSINESS TRANSACTIONS TRAINING  
**OMNI – HUMAN RESOURCES**

**BTTL01**  
**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.*

**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.

**BTAPP1**  
**HR Appt Paperwork Processes:** The appointment paperwork process is pivotal in successfully onboarding new hires to ensure they receive pay, benefits, and system access in a timely manner. The HR-Appointment Paperwork Process course provides hands-on training for Department Representatives and Hiring Managers on the paperwork required to appointment Staff, OPS, and Faculty new hires. Participants will learn how to navigate and complete the appointment paperwork process by using the Payroll Calendar, New Hire Checklists, Appointment Papers Matrix, and other HR resources as their guide. *This course counts toward the HR Department Representative Certificate.*

### CUSTOMER SERVICE TRAINING

**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.*

**CSBC01**  
**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. *This course counts toward the CGE Global Partner Certificate and toward the Customer Service Certificate.*

**CSBC02**  
**Bridging Cultures II - Cross-Cultural Encounters (with IES):** This session will emphasize real-life cross-cultural situations and engage participants in a variety of simulation activities. (You must have taken Bridging Cultures I and be working toward CGE Global Partner Certificate)

**CSMIC1**  
**Managing Intercultural Conflict:** This workshop introduces 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 managing conflicts across cultures. (Can be taken as stand-alone. OR if working on the Global Partner Certificate, you must have taken Bridging Cultures I & II) *This course counts as an elective towards the Diversity & Inclusion Certificate.*

**CSDGC1**  
**Developing Global Competence & 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. (You must have completed Bridging Cultures I & II and Managing Intercultural Conflict. Last session for the CGE Global Partner Certificate series.)

**CSAC01**  
**Speaking Your Customers Language:** 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. *This course counts toward the Customer Service Certificate.*

**Compliance and Organizational Training**

**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. *Also Offered Online*
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.

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.

COI92  Form I-9, Guardian, and 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. IMPORTANT: Bring your guardian log in information to the session you attend.

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. *Also Offered Online*

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. *Also Offered Online*

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: Focused on providing assistance to department representatives who partner with Human Resources on the criminal history background check process. This course provides an overview of the approval process and statutes that are relevant to the criminal history background check process. *This course counts toward the HR Department Representative Certificate.* *Also Offered Online*

COSH1  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.

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.*

Leadership & 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. *Required for those interested in beginning the Frontline Leadership Certificate Series Program.* *Also Offered Online*

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.* *Also Offered Online*
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<tr>
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<tbody>
<tr>
<td>LSIT01</td>
<td>Interview Techniques:</td>
<td>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. <em>Also Offered Online</em></td>
</tr>
<tr>
<td>LSLC01</td>
<td>Leadership &amp; Change:</td>
<td>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. This course counts toward the Frontline Leadership Certificate.</td>
</tr>
<tr>
<td>LSPET1</td>
<td>Performance Management Training:</td>
<td>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. <em>Also Offered Online</em></td>
</tr>
<tr>
<td>LSSH1</td>
<td>What You Need to Know: Sexual Misconduct Training for Supervisors:</td>
<td>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. <em>Also Offered Online</em></td>
</tr>
<tr>
<td>LSTD01</td>
<td>Team Dynamics:</td>
<td>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.</td>
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**Diversity & Inclusion**

| PDDI01 | D&I Core Session 1 - FSU Diversity & Inclusion Certificate: An Introduction & Overview: | 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. |
PDDI02 D&I Core Session 2 - 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 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 competency and their professional role at the university. This course counts toward the Diversity & Inclusion Certificate.

PDDI03 D&I Core Session 3 - Cultural Competence in Administration & Management: The purpose of this workshop is to explore the administrative, management, and leadership tasks common throughout our campus environment. Participants will reflect on how diversity influences issues of leadership, planning, and teamwork in their areas. The multicultural competencies that need to be infused into administration and management practices to provide more meaningful and culturally relevant services are identified and strategies for developing such awareness, knowledge, and skills are discussed. This course counts toward the Diversity & Inclusion Certificate.

PDDI04 D&I Core Session 4 - Cultural Competence in Theory & Practice: This workshop will focus on building participant’s understanding of various theories necessary to increase awareness, knowledge and skills related to 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 apply theories to current challenges facing higher education. This course counts toward the Diversity & Inclusion Certificate.

PDDI05 D&I Core Session 5 - Cultural Competence in Ethics and Professional Standards: The focus of this workshop is to examine the multicultural awareness, knowledge, and skills that are necessary for faculty and staff to be effective and ethical professionals. This session explores participant’s assumptions, values and beliefs that develop our ability to make decisions and how we respond to ethical concerns on campus. In addition, how we define competency in ethical decision making is discussed. This course counts toward the Diversity & Inclusion Certificate.

PDDIE1 University Design on Campus: In our community of faculty, staff, and students, we each have a vast array of cultures that we add to the FSU campus. In this session, there will be an opportunity to learn more about deaf culture, and how you can aid in creating a campus that is accessible with universal design.
This session is applicable to faculty and staff in any role on campus, whether it is in the classroom or an office. This course counts toward the Diversity & Inclusion Certificate.

**PDDIE2**  
**Student Veteran Success:** As a campus that strives to produce a smooth transition into college life for veterans, attend this session to learn more about student veterans. Learn about the successes, challenges, and opportunities for student veterans and discuss actions you can take to ensure graduation and a positive campus experience for veterans at FSU. This course counts toward the Diversity & Inclusion Certificate.

**CODIV2**  
**Embracing Diversity: Cultivating Respect and Inclusion:** 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 & 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.

**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. This course counts as an elective towards the Diversity & Inclusion Certificate.

**PDSZ02**  
**Seminole Allies & Safe Zones 200-level Workshops:** These are two-hour topical workshops that covers more specific, nuanced discussions of LGBTQ identities and issues. Please visit safezone.fsu.edu for specific course offerings and more information. Please note: Seminole Allies & Safe Zones 101 is a prerequisite for these trainings. This course counts as an elective towards the Diversity & Inclusion Certificate.

**PDDIIIL**  
**Using Inclusive Language:** Political correctness is a goal for many, in the office, classrooms, and on campus. During this session, the history of the words and phrases often used and at times scrutinized will be shared. Join us for an open conversation that will increase your knowledge of inclusive language and bring your own examples of language you have questions about to the session! This course counts as an elective towards the Diversity & Inclusion Certificate.

**PDAHS1**  
**Advising and Helping Skills:** As a part of the Diversity & Inclusion Certificate, this elective workshop on Advising & Helping is focused on best practices for faculty and staff when working with diverse populations. College students have unique backgrounds, experiences, and identities, including academic

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Register Online: www.omni.fsu.edu > Human Resources > Self Service > Learning & Development > Request Training Enrollment
For information call: 644.8724
Revised: 2/25/15
interests and student organization membership. Through the use of real examples and application of theory, we will work towards building inclusive practices for our multifaceted student population. **This course counts toward the Diversity & Inclusion Certificate.**

**Social Justice Ally Training:** The Social Justice Ally Training consists of a two-day training session. Individuals who register must be able to attend both training days. Registration is required for all trainings. In order to provide the highest quality training, registration is limited to a group of 15 individuals.

- **PART I:** Developing Awareness
- **PART II:** Developing Knowledge of Self & Others Using Action Toward Becoming An Ally

The mission of the Social Justice Ally Training program is to educate members of the Florida State community about issues related to social justice in order to develop allies who will promote an equitable and inclusive environment and serve as social change agents in a diverse and global society.

**Registration must be done through The Center for Leadership and Social Justice online registration link by visiting [http://thecenter.fsu.edu/Programs/Social-Justice-Ally-Training](http://thecenter.fsu.edu/Programs/Social-Justice-Ally-Training).**

If you have questions, please contact Ariana Vargas at avargas3@umd.edu

**This course counts as an elective towards the Diversity & Inclusion Certificate.**

**Community Dialogue Series:** The Center offers a speaker series that aims to identify key faculty, staff and community members to join FSU students in a discussion surrounding identity and current events. Much like a brown bag series, a topic will be stated at the start of the lunch time conversation and will develop along with the group in attendance and the faculty, staff or community member guest’s comments. Format will range from discussion to film viewings! Lunch and snacks will be provided.

**Registration must be done through The Center for Leadership and Social Justice online registration link by visiting [http://thecenter.fsu.edu/Programs/CommUNITY-Dialogue-Series](http://thecenter.fsu.edu/Programs/CommUNITY-Dialogue-Series).**

If you have questions, please contact Amber Hampton at aehampton@admin.fsu.edu

**This course counts toward the Diversity & Inclusion Certificate.**

**Computer Based Training**

**New Employee Orientation:** Introduces new employees to the University, providing important information on policies, procedures, benefits, important university contacts, and more.
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<td>BTPCC1</td>
<td>Online Purchasing Cardholder Training</td>
<td>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.</td>
</tr>
<tr>
<td>BTPCD1</td>
<td>Online PCard Proxy Training</td>
<td>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.</td>
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<td>COADA2</td>
<td>Online ADA: Understanding the Americans with Disabilities Act</td>
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history background check process. This course counts toward the HR Department
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COEEO1</td>
<td>Online EEO: Avoiding Minefields in Employment Practices</td>
<td>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. This course counts toward the Frontline Leadership Certificate &amp; D&amp;I Elective.</td>
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<tr>
<td>COFML1</td>
<td>Online Family Medical Leave Act of 1993</td>
<td>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 &amp; Labor and HR Department Representatives Certificates.</td>
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<tr>
<td>COINT3</td>
<td>Online Employing Foreign Nationals</td>
<td>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.</td>
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<tr>
<td>COSHP1</td>
<td>Online Sexual Misconduct</td>
<td>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.</td>
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<tr>
<td>COUSC1</td>
<td>Online Employee Data Management Processes</td>
<td>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. This course counts toward the HR Department Representative Certificate. This course counts toward the HR Department Representative Certificate.</td>
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<tr>
<td>LSFD01</td>
<td>Online Fundamentals of Discipline</td>
<td>Reviews the supervisor’s role in the University’s Progressive and Cumulative Disciplinary Process, as well as an overview of Collective Bargaining Agreements. This course counts toward the Frontline Leadership Certificate.</td>
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<tr>
<td>LSFL1</td>
<td>Frontline Leadership Orientation</td>
<td>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.</td>
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<tr>
<td>LSIT01</td>
<td>Online Interview Techniques</td>
<td>Learn effective interviewing skills and techniques to be able to select the best candidate for your position. This course counts toward the Frontline Leadership Certificate and HR Department Representative Certificate.</td>
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</tbody>
</table>
LSPET1  **Online Performance Management:** Reviews how supervisors should conduct annual reviews of their employees’ work performance. *This course counts toward the Frontline Leadership Certificate.*

LSSHS1  **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.*

PDTT1  **Online Train the Trainer:** This presentation is for those who conduct classroom training, workshops, and/or orientations. Participants will learn techniques for improving presentation format and delivery. Topics covered include: developing learning objectives, content organization, content development and integrating visual aids.

### Certificate Series Offered

- The Customer Service Certificate Series
- Diversity & Inclusion Certificate Series
- Expanded Food and Nutrition Educational Program (ENFEP)
- Financial Representative Certificate Series
- The Frontline Leadership Certificate Series
- The Global Partner Certificate
- The HR Department Representative Certificate Series
- The Sponsored Research Administration Certificate Series (SRA)
- The Time and Labor Representative Certificate Series

### What’s New!

**Expanded Food and Nutrition Educational Program “Eating Smart Being Active”**

This eight-week certificate series provides food and nutrition resource management through enhanced knowledge of nutrition, food buying, and food safety. Participants will learn how to plan healthy meals and snacks, make healthy choices when shopping, be physically active, keep food safe to eat, and save money.

- **EFNEP1 Get Moving:** Expanded Food and Nutrition Education Program- Week #1 core lesson
- **EFNEP2 Plan, Shop, $ave:** Expanded Food and Nutrition Education Program- Week #2 core lesson
- **EFNEP3 Fruits & Veggies:** Expanded Food and Nutrition Education Program- Week #3 core lesson
- **EFNEP4 Make Half Your Grains Whole:** Expanded Food and Nutrition Education Program- Week #4 core lesson
- **EFNEP5 Build Strong Bones:** Expanded Food and Nutrition Education Program- Week #5
core lesson
• EFNEP6 Go Lean With Protein: Expanded Food and Nutrition Education Program- Week #6 core lesson
• EFNEP7 Make a Change: Expanded Food and Nutrition Education Program- Week #7 core lesson
• EFNEP8 Celebrate! Eat Smart & Be Active: Expanded Food and Nutrition Education Program- Week #8 core lesson

**Quit and Be Free (PDQBF01)**: QBF is a FREE one-time group intervention provided in a relaxed non-threatening environment in a conference room style set up. Upon completion of the workshop participants will have the option of making a three-day quit attempt along with receiving free nicotine replacement therapy (patch, lozenge, gum) or they may choose to quit at another time. Additional resources will be provided for participants who desire to quit. All materials for QBF will be provided to participants at no cost.

FAQ’s

How do I register for courses? Login to my.fsu.edu > click the HR icon in the top left panel of the myFSU portal > Select “Main Menu” at the top of the page > Self Service > Learning and Development > Request Training Enrollment > Search course by the method of your choosing.

Where can I find course dates and times?
1) By searching for courses through OMNI’s self service portal as instructed above
2) By viewing Upcoming Training Events on our website hr.fsu.edu/train
3) By viewing our full calendar

I signed up for a computer-based course and the start date says 12/31/2015; does that mean I can’t complete it until then? Computer based courses can be completed at any time. The December 31st day is simply to tell OMNI to keep the course registration open for the entire year.

How long does it take to receive information for an onsite course post test? You should expect further post test information within 24 - 48 hours of completing the course.

What does being on the course “waitlist” mean? The course waitlist is where enrollees are placed when a course becomes full. However, if a seat becomes available, we will reach out to waitlisted individuals on a first come, first serve basis, offering them the vacant seat.

How can I cancel my enrollment? Email the Training Center at Training@fsu.edu

How can I view my transcript in OMNI? Sign-in to my.fsu.edu/main menu/self service/learning and development/training summary
How can I view my subordinate’s transcript in OMNI: Sign-in to my.fsu.edu/main menu/self service/ learning and development/training summary/select employee

How can I verify that I have completed one of the Certificate Series Programs offered through the FSU Training Center? Visit our website hr.fsu.edu/train > select Certificate Series Information on the homepage > select the Completion Form link > complete form and fax it to the Training Center at 850-644-9312 or Email it to us at Training@fsu.edu