

## VIRTUAL LEARNING AND DEVELOPMENT OPPORTUNITIES FOR FSU EMPLOYEES

The HR Office of Training & Organizational Development, along with other University departments, offers training opportunities in online format and remote delivery. For questions or assistance, please contact [training@fsu.edu](mailto:training@fsu.edu).

**Computer-Based Trainings.** An initial course [registration](#) is required for the following online sessions. After you register for the computer-based training session through OMNI Self-Service, you will receive an email with instructions on accessing the online training through CANVAS. An automated enrollment process runs every two hours to transfer enrollments from OMNI Self-Service to CANVAS. Access the computer-based training in [CANVAS](#) > Courses > All Courses.

- ADA: Understanding the Americans with Disabilities Act; Course Code: COADAO
- Attendance and Leave Online; Course Code: COALO
- Basic Cybersecurity Training; Course Code: COCSTO
- Cash Management Training; Course Code: BTCMT1
- Clery Act Training for Campus Security Authority; Course Code: COCSA1
- Criminal History Check Online; Course Code: COCHBO
- D&I Training Certificate Orientation - Intro & Overview; Course Code: PDDI01
- EDM: International Hires & I-9; Course Code: COINTO
- Faculty Expertise and Advancement System (FEAS); Course Code: BTFEAO
- FMLA: Online Training; Course Code: COFML0
- Frontline Leadership Certificate Series Orientation; Course Code: LSFL1
- Fundamentals of Discipline; Course Code: LSFDO
- Promotion and Tenure Training for Staff Delegates; Course Code: BTOPTO
- Online SpearMart Requester Training; Course Code: BTSRTO
- PCARD Proxy Training; Course Code: BTPCD1
- Performance Management Online Training; Course Code: LSPETO
- Procurement Policies; Course Code: BTPUR2
- Property Training; Course Code: BTPT01
- Purchasing Card Cardholder Training; Course Code: BTPCC1
- SMART Onboarding Online Training - BTSMT0
- Student Central Advisor Center; Course Code: SCADVC
- Student Records 101; Course Code: SCSR1
- Student Records 201; Course Code: SCSR20
- Travel Card Online Training; Course Code: BTTE04

**Current Online Training Links.** No registration is required for the following trainings.

- [Kognito – At-Risk for Faculty and Staff](#): an online simulation designed to help faculty and staff members strengthen their ability to notice signs of emotional distress, use techniques to discuss concerns, and refer students to appropriate campus resources when necessary.
- [Spring Zoom Faculty Writing Sessions](#)
- [Coping with Stress and Anxiety during COVID-19](#) presented by the FSU Employee Assistance Program
- [Faculty Search Training](#)
- [Staff Search Training](#)
- [Academic Advising 101](#) (CANVAS Self Enrollment Link for Academic Advisors)
- [eSPEAR Certificate Series Online Trainings](#)
- [Hyperion Budget Training](#)
- [Hyperion Salary Training](#)

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- [New Employee Orientation](#). Access for initial completion compliance or a refresher.
  - Attendance & Leave
  - Employee Assistance Program
  - Employee & Labor Relations
  - Equal Opportunity & Compliance
  - Hazard Communication & Right to Know Training
  - Insurance & Perks
  - Retirement
  - Sexual Misconduct Awareness and Prevention Training and Title IX Information
  - Cybersecurity Basics
  - FSU Hazing Prevention
  - FERPA

**Remote Training Delivery.** The training staff are currently working with facilitators of our previously scheduled face-to-face training classes to examine virtual delivery options. Please continue to review the [Training Calendar](#) for any scheduled sessions that will now be delivered remotely. Employees who are enrolled in the course will be provided a Zoom access link and instructions prior to the session.

**LinkedIn Learning.** The University provides free access to FSU employees and students. Whether you want to brush up on Excel, improve your presentation skills, learn how to use Photoshop or enhance networking skills, LinkedIn Learning can help. The online learning site offers thousands of online videos taught by industry experts. Courses range from beginner to advanced and cover a vast array of business, leadership and management, software, professional and creative skills. Take advantage of your unlimited access and learn something new today. Log in with your FSU email to access the trainings for free.

Here are a few HR Training & Organizational Development staff picks to get you started.

- [Remote Working-Setting Yourself and Your Teams Up for Success](#)
- [Excel: Tips and Tricks](#) – Dennis Taylor
- [Outlook Essential Training](#) – Jess Stratton
- [PowerPoint Essential Training](#) – Jess Stratton
- [PowerPoint Tips and Tricks](#) – Heather Ackmann
- [Powerless to Powerful: Taking Control; Managing Conflict; Making Commitments; Accountability](#) – Fred Kofman
- [Productivity Tips: Finding Your Productive Mindset](#) – Dave Crenshaw
- [Having Career Conversations with Your Team](#) – Jenny Blake
- [Time Management Fundamentals](#) – Dave Crenshaw
- [Communication Foundations](#) – Brenda Bailey-Hughes and Tatiana Kolovou (Includes Effective Listening)
- [Communicating with Confidence](#) – Jeff Ansell
- [Advanced Grammar](#)– Judy Steiner-Williams
- [Customer Service Foundations](#) – Jeff Toister
- [Mindfulness Practices](#) – Henna Inam
- [Developing Executive Presence](#) - John Ullmen
- [Developing Self-Awareness](#) – Gemma Leigh Roberts
- [Balancing Work and Life](#) – Dave Crenshaw
- [Thriving @ Work: Leveraging the Connection between Well-being and Productivity](#) - Arianna Huffington and Joey Hubbard
- [Managing Uncertainty in a Time of Crisis](#) - Eric Zackrisson, Britt Andreatta, Michael Shermer, Kate Wiebe and Natalie Taylor,

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- [Managing Stress for Positive Change](#) - Heidi Hanna