

Fall 2014 Facilities Training Schedule

Performance Management

This class provides an overview of the evaluation process, associated forms, policies and procedures, as well as managing employees' performance and setting expectations from a supervisor's perspective.

<i>Date</i>	<i>Time</i>	<i>Location</i>
Tuesday, 9/23/2014	9:00 a.m. – 11:30 a.m.	101 MMA
Tuesday, 11/4/2014	2:00 p.m. – 4:30 p.m.	101 MMA

Basic Computer Skills

Facilities IT is offering a Basic Computer Skills class. Topics covered will include using a mouse, keyboard shortcuts, opening and closing applications, shutting down properly, etc. There will also be a Q&A session. Each session will be capped at 12 participants.

<i>Date</i>	<i>Time</i>	<i>Location</i>
Wednesday, 9/24/2014	10:00 a.m. – 11:00 a.m.	UCA 6201
Monday, 11/17/2014	9:30 a.m. – 10:30 a.m.	UCA 6201

FRS Pension Plan and DROP Presentation by Capital Insurance

Capital Insurance Agency provides a one hour retirement seminar discussing your rights and benefits under the Florida Retirement System (FRS). Topics covered include requirements to retire, survivor benefits, re-employment after retirement, the DROP program, and other related topics.

<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday, 9/25/2014	1:30 p.m. – 2:30 p.m.	101 MMA
Wednesday, 10/1/2014	4:00 p.m. – 5:00 p.m.	101 MMA
Wednesday, 10/8/2014	9:00 a.m. – 10:00 a.m.	101 MMA

OMNI Self Service

Learn how to use OMNI Self Service to view/print paychecks, update personal information, update direct deposit information, update W-4 information, retrieve W2 tax forms, and all other resources available to employees through OMNI Self Service.

Contact Robert Messer to register. Phone: 644-0429, Email: rmesser@admin.fsu.edu, Office: 103 MMA

<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday, 10/2/2014	4:30 p.m. – 5:30 p.m.	UCA 6201
Thursday, 10/9/2014	9:30 a.m. – 10:30 a.m.	UCA 6201

Fundamentals of Discipline

Review the supervisor’s role in the University’s Progressive and Cumulative Disciplinary Process.

<i>Date</i>	<i>Time</i>	<i>Location</i>
Wednesday, 10/16/2014	9:00 a.m. – 11:30 a.m.	101 MMA
Wednesday, 11/12/2014	2:00 p.m. – 4:30 p.m.	101 MMA

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 of diversity and inclusion, such as history, definitions, what diversity and 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.

<i>Date</i>	<i>Time</i>	<i>Location</i>
Monday, 10/20/2014	4:00 p.m. – 7:00 p.m.	Training Center at Stadium Place
Thursday, 10/23/2014	9:00 a.m. – 10:00 a.m.	101 MMA

Open Enrollment for Benefits

Representatives from HR Insurance and Benefits will be on hand to assist Facilities employees with adding and changing insurance benefits during the open enrollment period.

<i>Date</i>	<i>Time</i>	<i>Location</i>
Wednesday, 10/22/2014	4:00 p.m. – 5:00 p.m.	101 MMA
Tuesday, 10/28/2014	11:15 p.m. – 12:15 a.m.	101 MMA
Monday, 11/3/2014	10:00 a.m. – 11:00 a.m.	101 MMA

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OMNI Manager Self Service for Supervisors

Learn how to use Manager Self Service in OMNI HR to set goals and objectives for your employees, evaluate employees' performance, review your employees' position descriptions, view your employees' contact information, and review your employees' training summary, etc.

<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday, 10/30/2014	10:00 a.m. – 11:00 a.m.	UCA 6201
Thursday, 11/13/2014	11:30 p.m. – 12:30 a.m.	UCA 6201
Thursday, 11/20/2014	1:00 p.m. – 2:00 p.m.	UCA 6201
Wednesday, 12/3/2014	10:00 a.m. – 11:00 a.m.	UCA 6201

Mock Interview Process

This introductory class will cover the application and review process for Facilities job openings. Participants will learn how the recruitment process works and will have future mock interviews scheduled in order to help improve their interview skills.

<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday, 11/6/2014	4:30 p.m. – 5:30 p.m.	101 MMA
Tuesday, 11/18/2014	10:00 a.m. – 11:00 a.m.	101 MMA

Calling in Sick and Other Tall Tales: Managing Your Employees' Attendance

Review of attendance and leave policies, procedures, and other related issues for supervisors.

<i>Date</i>	<i>Time</i>	<i>Location</i>
Tuesday, 12/9/2014	10:00 a.m. – 11:00 a.m.	101 MMA

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.

<i>Date</i>	<i>Time</i>	<i>Location</i>
TBA		

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FMLA Class for Facilities

This class will review FMLA policies and procedures as well as discuss the supervisor's and employee's rights and responsibilities.

<i>Date</i>	<i>Time</i>	<i>Location</i>
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TBA

Class Listed by Date:

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Thursday, 9/25/2014	1:30 p.m. – 2:30 p.m.	101 MMA	FRS Pension Plan & DROP Presentation
Wednesday, 10/1/2014	4:00 p.m. – 5:00 p.m.	101 MMA	FRS Pension Plan & DROP Presentation
Thursday, 10/2/2014	4:30 p.m. – 5:30 p.m.	UCA 6201	OMNI Self Service
Wednesday, 10/8/2014	9:00 a.m. – 10:00 a.m.	101 MMA	FRS Pension Plan & DROP Presentation
Thursday, 10/9/2014	9:30 a.m. – 10:30 a.m.	UCA 6201	OMNI Self Service
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