

Summer Webinars

For CSEA-represented NYS Employees

Never Stop Learning!



Getting Organized: Time, Tasks, and Life

July 7, 2021 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P_OE_R7_5225)



Job Etiquette

July 8, 2021 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P_OE_R7_5226)



Microsoft Outlook 2016: Managing Contacts and Tasks

July 13, 2021 • 3:00 p.m. - 4:00 p.m. (SLMS Class Code: P_OE_R7_5227)



Preventing Slips, Trips, and Falls for the Outdoor Worker

July 13, 2021 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P_OE_R7_5228)



Dealing with Stress

July 14, 2021 • 7:00 a.m. - 8:00 a.m. (SLMS Class Code: P_OE_R7_5229)



Better Team Skills

July 14, 2021 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P_OE_R7_5230)



Best Practices in Resume and Interviewing Preparation

July 15, 2021 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P_OE_R7_5231)



Designing Dynamic Presentations

July 20, 2021 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P_OE_R7_5232)



Writing Effectively

July 21, 2021 • 10:00 a.m. - 11:30 a.m. (SLMS Class Code: P_OE_R7_5233)



Problem Solving - A Six Step Process

July 21, 2021 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P_OE_R7_5234)



Workforce Development Competencies Key:



Computer Skills and Technology



Professionalism and Self-Management



Critical Thinking, Problem-Solving, and Math



Trades, Safety, and Risk Management



Interpersonal and Customer Relations



Verbal and Written Communication



More Webinars on Reverse Side



Professionalism in the Digital Age

July 22, 2021 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P_OE_R7_5235)



Take Control of Your Time

July 26, 2021 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P_OE_R7_5236)



Professional Email That Gets Results

July 27, 2021 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P_OE_R7_5237)



Introduction to Critical Thinking

July 28, 2021 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P_OE_R7_5238)



Communicating With Confidence

July 28, 2021 • 3:00 p.m. - 4:00 p.m. (SLMS Class Code: P_OE_R7_5239)



Get More Done With Keyboard Shortcuts

July 29, 2021 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P_OE_R7_5240)



Avoiding Common Punctuation and Grammar Mistakes

August 3, 2021 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P_OE_R7_5241)



Merit System: Examinations and Eligible Lists

August 4, 2021 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P_OE_R7_5242)



Using the Tuition Benefits Program

August 5, 2021 • 10:00 a.m. - 11:30 a.m. (SLMS Class Code: P_OE_R7_5243)



Workforce Development Competencies Key:



Computer Skills and Technology



Professionalism and Self-Management



Critical Thinking, Problem-Solving, and Math



Trades, Safety, and Risk Management



Interpersonal and Customer Relations



Verbal and Written Communication

**NEVER STOP LEARNING!
REGISTER FOR A WEBINAR TODAY**

Enroll Through SLMS or Use Application on Next Page





SUMMER WEBINARS APPLICATION FORM

APPLICANT INFORMATION

Please print or type.

Name

Identification Number:

New York State Government Employees, please provide your employee identification number (NYS EMPLID is 9 characters long, begins with "N," and can be found on your paystub, located to the left of "Pay Rate").

NYS EMPLID: N _____

Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees, please provide your CSEA ID (the CSEA ID is 10 characters long and can be found on your CSEA membership ID card).

CSEA ID: _____

Negotiating Unit

New York State Government Employees (circle one):

- 02** = Administrative Services Unit (ASU)
- 03** = Operational Services Unit (OSU)
- 04** = Institutional Services Unit (ISU)
- 05** = Professional, Scientific & Technical (PS&T)*
- 06** = Management/Confidential (M/C)*
- 47** = Division of Military & Naval Affairs (DMNA)

Other _____

- OR -

Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here .

* Select PS&T and M/C employees serving a probationary period in a transition title or traineeship supported by the Partnership are eligible to attend the *Avoiding Common Punctuation and Grammar Mistakes; Better Team Skills; Communicating With Confidence; Getting Organized: Time, Tasks, and Life; Introduction to Critical Thinking; Job Etiquette; Problem Solving: A Six-Step Process; Professional Email That Gets Results; Professionalism in the Digital Age; Take Control of Your Time; and Writing Effectively* webinars, as space permits.

NOTE: M/C employees in a clerical or secretarial title are eligible to attend any webinar, as space permits.

Current Job Title

Grade

Name of Agency or Organization

Facility

Day Phone ()

Email Address (Must provide at least one)

Home:

Work:

Reasonable Accommodation: All participants are welcome. If you have a disability and need an accommodation, check here . A Partnership staff member will contact you for further information.

COURSE INFORMATION

| Webinar Title | Date | SLMS Class Code |
|---------------|------|-----------------|
| 1. | | |
| 2. | | |
| 3. | | |

SUPERVISOR APPROVAL

By signing this application I grant this employee release time, without charge to leave credits, to attend the webinar(s).

| | | |
|---------------------------------|-------------------------|------|
| Supervisor Name (Print or Type) | Supervisor Signature | |
| Supervisor Email | Supervisor Phone Number | Date |

Fax application to: (518) 486-1989 or (518) 473-0056 or mail to:
NYS & CSEA Partnership • Corporate Plaza East – Suite 502 • 240 Washington Ave. Ext. • Albany, NY 12203

NOTE: Course registration deadlines are approximately three weeks before the first day of the webinar.