Administrative Assistant Traineeship Training Checklist

Instructions: Please use this form to plan and track the completion of your training for the Administrative Assistant Traineeship. This is not an official form. It is provided for personal planning and tracking purposes only. To learn more about the Traineeship program, please visit the NYS & CSEA Partnership's website.

Name:	
Agency/Facility:	

Note: Administrative Assistant Trainees need to complete both Mandatory and Elective training courses.

Mandatory Training: All trainees must complete either all 4 Skills for Success courses (in-person or online), all 4 Online Learning Certificates Programs, or a mix of both (e.g., 2 of each).

Course or Certificate Program Title	Learning Format	Competency Area	Location Taken (e.g., online or city)	Date Completed
Customer Service	Select	Interpersonal and Customer Relations		
Microsoft Word Basics	Select	Computer Skills and Technology		
The Organized Office Worker	Select	Professionalism and Self-Management		
Successful Business Writing	Select	Verbal and Written Communication		

Elective Training: All trainees must complete either 1 Skills for Success course (in-person or online) from each competency area or 4 Skills for Success webinars (or if available, Self-Paced Online courses) from each competency area.

- If you're taking only webinars, you must complete 16 total - 4 from each competency area.
- You can also enroll in and view recorded webinars in the Statewide Learning Management System (SLMS).

View the Administrative Assistant 1 - Elective Course List to see which elective courses are required.

Note: Trainees must work with their supervisor to select the appropriate Elective classes.

Elective Course Title	Learning Format	Competency Area	Location Taken (e.g., online or city)	Date Completed
	Select	Select		

Elective Course Title	Learning Format	Competency Area	Location Taken (e.g., online or city)	Date Completed
	Select	Select		
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