

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. You may fill it out digitally (PDF) or print and fill in the fields with pen or pencil.

Name:	
Agency/Facility:	

Note: Administrative Assistant Trainees need to complete both Mandatory and Elective training classes. To see more about the Traineeship program, please visit: <https://nyscseapartnership.org/document/administrative-assistant-traineeship-faqs> Elective List by Competency Area: <https://nyscseapartnership.org/document/administrative-assistant-1-elective-course-list-competency-area>

Mandatory Training (all Trainees must take):

Either all 4 full Partnership courses (in-person or online), all 4 online certificates, or a mix of both (e.g., two of each).

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

Elective Training (all Trainees must take):

Either 4 full day classes (in-person or online) from the Elective Course List (one in each competency area), or 4 1-hour webinars from the same competency area on the Elective Course List can be substituted for a full-day Elective class in the same competency area.

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

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

For Elective List by Competency Area visit:

<https://nyscseapartnership.org/document/administrative-assistant-1-elective-course-list-competency-area>

Elective Course or Webinar Title	In-Person, Online, or Webinar?	Competency Area	Location Taken (e.g., Online or Schenectady)	Date Completed

