



# THE ORGANIZED OFFICE WORKER

SLMS Code: P\_00W25

An Online Learning Certificate Program

Open to CSEA-represented NYS Employees and Management/Confidential  
NYS Employees

**Application Period:** February 14, 2025 - February 12, 2026  
Complete all courses by February 13, 2026.

## Better Manage Your Time

- Identify strategies to take control of your daily schedule and projects.
- Discover how to get results without formal authority.
- Demonstrate your dedication to lifelong learning and professional development.
- Fulfill one of four mandatory training requirements for the state's **Administrative Assistant Traineeship**.

## Earn a Certificate, Gain a Competitive Edge

- Supervisory approval is not required for courses taken outside your normal workday.
- Complete all **15** required courses with a passing grade of 70% or more in each course to earn a certificate.



**Register Now**

[www.nyscseapartnership.org](http://www.nyscseapartnership.org)

Take this certificate program any time  
during the one-year period.

**For Technical Support and Questions**

Call: (800) 253-4332 or

Email: [OnlineLearningHelp@nyscseapartnership.org](mailto:OnlineLearningHelp@nyscseapartnership.org)