



# SKILLS FOR SUCCESS

Courses for CSEA-represented Employees

CSEA Long Island  
Region 1

## Enroll in Skills for Success Courses Near You!

### Air Conditioning and Refrigeration: EPA Section 608 Certification

Caumsett State Historic Park Preserve,  
Lloyd Harbor

February 17 & 18, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P\_OE\_R1\_6385

### Carpentry Basics

Connetquot River State Park Preserve, Oakdale

February 24, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P\_OE\_R1\_6399

### Plumbing Basics

Long Island State Park Region, Oyster Bay

March 18, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P\_OE\_R1\_6386

### Introduction to Charts and Graphs

SUNY Stony Brook, Stony Brook

May 12, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P\_OE\_R1\_6384

### Aspiring Leaders

Perry B. Duryea State Office Building, Hauppauge

July 21, 22 & 23, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P\_OE\_R1\_6418

### Administrative Assistant Traineeship Participants:

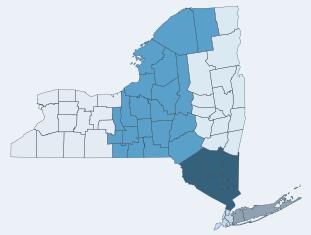
View the course catalog via the QR code below for online courses and webinars that fulfill mandatory or elective Administrative Assistant Traineeship requirements.

## Spring & Summer 2026 Enroll Now!

Enroll through the Statewide Learning Management System (SLMS) or by using the application on the back.

Scan the QR code to view the online catalog with full class descriptions.





# SKILLS FOR SUCCESS

Courses for CSEA-represented Employees

Statewide  
Webinars & Online Courses

## WEBINARS

### Preparing for a Civil Service Exam

February 24, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6318

### Working Safely in Areas Affected by the Emerald Ash Beetle

February 25, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6319

### Avoiding Common Punctuation and Grammar Mistakes

March 3, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6320

### Managing Stress in Customer Service

March 3, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6321

### Better Team Skills

March 4, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6322

### Preventing Slips, Trips, and Falls for the Outdoor Worker

March 5, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6323

### Influencing Without Authority

March 10, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6324

### Introduction to Critical Thinking

March 11, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6325

### Microsoft Teams

March 4, 2026 | 2:00 p.m. - 3:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6326

### Microsoft Outlook: Managing Contacts and Tasks

March 18, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6327

### Microsoft Outlook: Working with Calendars

March 24, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6328

### Dealing with Stress

March 26, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6329

### The Foundations of Good Writing

March 31, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6330

### Organizing Your Workspace for Increased Productivity

April 1, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6331

### Internet Research Skills

April 2, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6332

### Best Practices for Resumes and Cover Letters

April 7, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6333

### Microsoft Outlook: Organizing and Managing Your Email

April 8, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6334

### Communicating with Confidence

April 9, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6335

### Developing Your Emotional Intelligence

April 14, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6336

### Merit System: Transfers

April 15, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6337

### How to Navigate Conflict Effectively

April 21, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6338

### Crafting Powerful Writing:

#### Precision and Clarity

April 29, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6339

### Problem Solving

#### - A Six Step Process

May 6, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6340

### Professional Email that Gets

#### Results

May 13, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6341

### Professionalism in the

#### Digital Age

May 19, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6342

### Study Skills to Build Success

May 21, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6343

### De-Escalation Basics

June 3, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6344

### Working Safely in Areas Affected by the Emerald Ash Beetle

July 1, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6346

### Best Practices for Interviews

July 7, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6347

### Essentials of Report

#### Writing

July 8, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6349

### Career Options Within NYS Government Using GOT-IT

July 9, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6350

### Expanding Your Vocabulary

July 14, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6351

### Get More Done with Keyboard

#### Shortcuts

July 15, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6352

### Job Etiquette

July 16, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6353

### Know Your Credit Report

July 21, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6354

### Microsoft Outlook: Organizing and Managing Your Email

July 22, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6355

### Protect Your Identity

July 23, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6356

### Take Control of Your Time

July 28, 2026 | 1:00 p.m. - 2:00 p.m.  
SLMS CLASS CODE: P\_OE\_R7\_6357

### The Foundations of Good Writing

July 29, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6358

### Microsoft Teams

July 30, 2026 | 10:00 a.m. - 11:00 a.m.  
SLMS CLASS CODE: P\_OE\_R7\_6359

## ONLINE COURSES

### Effective Reading Skills 1 (Online)

February 26, 27; March 5, 6, 12, 13, 19,  
20, 26, 27; April 2 & 3, 2026  
9:00 a.m. - 11:30 a.m.  
SLMS CLASS CODE: P\_AEB\_R9\_6378

### Customer Service (Online)

March 18 & 19, 2026  
9:00 a.m. - 12:00 p.m.  
SLMS CLASS CODE: P\_OE\_R9\_6360

### Microsoft Word Basics (Online)

April 1 & 2, 2026 | 9:00 a.m. - 12:30 p.m.  
SLMS CLASS CODE: P\_OE\_R9\_6365

### Microsoft Excel Basics (Online)

April 7 & 10, 2026 | 9:00 a.m. - 12:30 p.m.  
SLMS CLASS CODE: P\_OE\_R9\_6364

### Microsoft Excel Basics (Online)

April 21 & 22, 2026 | 9:00 a.m. - 12:30 p.m.  
SLMS CLASS CODE: P\_OE\_R9\_6366

### Microsoft Excel Intermediate (Online)

May 5 & 7, 2026  
9:00 a.m. - 12:30 p.m.  
SLMS CLASS CODE: P\_OE\_R9\_6368

### Microsoft Word Intermediate (Online)

May 12 & 14, 2026  
9:00 a.m. - 12:30 p.m.  
SLMS CLASS CODE: P\_OE\_R9\_6361

### Successful Business Writing (Online)

May 27 & 28, 2026  
9:00 a.m. - 12:00 p.m.  
SLMS CLASS CODE: P\_OE\_R9\_6367

### Microsoft Word Basics (Online)

July 7 & 9, 2026 | 9:00 a.m. - 12:30 p.m.  
SLMS CLASS CODE: P\_OE\_R9\_6370

### Customer Service (Online)

July 28 & 30, 2026 | 9:00 a.m. - 12:00 p.m.  
SLMS CLASS CODE: P\_OE\_R9\_6369

### APPLICANT INFORMATION

Please print or type.

Name	Signature
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**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 Employee Identification Number or ID number:** 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:** \_\_\_\_\_

<b>Negotiating Unit</b> <b>New York State Government Employees (select one):</b>  <b>02</b> = Administrative Services Unit (ASU) <b>03</b> = Operational Services Unit (OSU) <b>04</b> = Institutional Services Unit (ISU) <b>05</b> = Professional, Scientific & Technical (PS&T)* <b>06</b> = Management/Confidential (M/C)* <b>47</b> = Division of Military & Naval Affairs (DMNA)  Other _____  * As space permits.	<b>Current Job Title</b>	<b>Grade</b>
	<b>Name of Agency or Organization</b>	
	<b>Facility</b>	
	<b>Day Phone</b>	
	<b>Email Address (Must provide at least one)</b>	
	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

Course Title	Date	SLMS Class Code
1.		
2.		
3.		
4.		

### SUPERVISOR APPROVAL

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

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

Email to: [learning@nycseapartnership.org](mailto:learning@nycseapartnership.org). Fax 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 two weeks before the first day of the class.