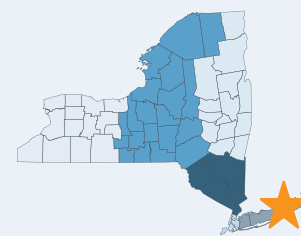


SKILLS FOR SUCCESS

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!

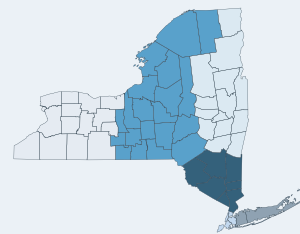
Enroll through the Statewide
Learning Management System
(SLMS) or by using the application
on the back.

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: _____

<p>Negotiating Unit New York State Government Employees (select one):</p> <p>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)</p> <p>Other _____</p> <p>* As space permits.</p> <p>Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here _____.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Current Job Title</td> <td style="width: 40%;">Grade</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Name of Agency or Organization</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Facility</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Day Phone</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Email Address (Must provide at least one)</td> </tr> <tr> <td colspan="2" style="padding: 5px 5px 0 5px;">Home:</td> </tr> <tr> <td colspan="2" style="padding: 5px 5px 0 5px;">Work:</td> </tr> </table>	Current Job Title	Grade	Name of Agency or Organization		Facility		Day Phone		Email Address (Must provide at least one)		Home:		Work:	
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

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@nyscseapartnership.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.