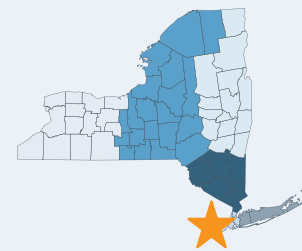


# SKILLS FOR SUCCESS

Free Courses for CSEA-represented Employees



CSEA Metropolitan  
Region 2



## Critical Thinking

Department of Financial Services, NYC  
September 24, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R2\_5930



## Microsoft Excel Intermediate

Department of Financial Services, NYC  
October 2, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R2\_5895



## Plumbing Basics

Roberto Clemente State Park, Bronx  
October 15, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R2\_5965



## Writing Effective Reports and Evaluations

CSEA Metropolitan Region Office, NYC  
October 17, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R2\_5936



## Feedback: Making it Effective

Tax and Finance New York City, Brooklyn  
October 22, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R2\_5896



## Thriving in the Changing Workplace

Department of Financial Services, NYC  
November 7, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R2\_5931



## Practical Skills for Resolving Conflict

Creedmoor Psychiatric Center, Queens Village  
November 26, 2024 | 9:00 a.m. - 12:45 p.m.  
SLMS CLASS CODE: P\_OE\_R2\_5929



## Electricity Basics

Roberto Clemente State Park, Bronx  
December 17, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R2\_5964

## Workforce Development Competencies Key



Computer Skills and  
Technology



Critical Thinking,  
Problem-Solving, and Math



Interpersonal and Customer  
Relations



Professionalism  
and Self-Management



Trades, Safety, and Risk  
Management



Verbal and  
Written Communication

## Fall 2024 Courses Enroll Now!

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

Scan the QR code to search the entire  
course catalog online.



### APPLICANT INFORMATION

Please print or type.

<b>Name</b>	<b>Signature</b>
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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><b>Negotiating Unit</b>  <b>New York State Government Employees (select one):</b></p> <ul style="list-style-type: none"> <li><b>02</b> = Administrative Services Unit (ASU)</li> <li><b>03</b> = Operational Services Unit (OSU)</li> <li><b>04</b> = Institutional Services Unit (ISU)</li> <li><b>05</b> = Professional, Scientific &amp; Technical (PS&amp;T)*</li> <li><b>06</b> = Management/Confidential (M/C)*</li> <li><b>47</b> = Division of Military &amp; Naval Affairs (DMNA)</li> </ul> <p>Other _____</p> <p>* As space permits.</p> <p><b>Non-state CSEA-represented Employee</b> – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here <input type="checkbox"/></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Current Job Title</b></td> <td style="width: 30%;"><b>Grade</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"><b>Name of Agency or Organization</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"><b>Facility</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"><b>Day Phone</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"><b>Email Address (Must provide at least one)</b></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>	<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:	
<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@nyscseapartnership.org](mailto: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.