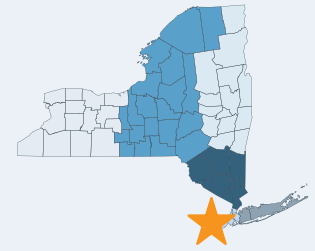# NYS & CSEA Partnership

SKILLS FOR SUCCESS

Courses for CSEA-represented Employees

CSEA Metropolitan Region 2

Enroll in Skills for Success Courses Near You!

Air Conditioning and Refrigeration: EPA Section 608 Certification

Roberto Clemente State Park, Bronx
April 7 & 8, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6387

English for Speakers of Other Languages 1

Creedmoor Psychiatric Center, Queens Village
April 8, 15, 22, 29, May 6 & 13 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6391

Introduction to Accounting

Department of Financial Services, Manhattan
April 14, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6379

Plumbing Basics

Roberto Clemente State Park, Bronx
May 5, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6388

The Organized Office Worker

CSEA Metropolitan Region Office, Manhattan
May 6, 20226 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6375

Customer Service

Tax and Finance New York City, Brooklyn
May 20, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6383

Administrative Assistant Traineeship Participants:

A workforce development competency icon next to a Skills for Success course signifies fulfillment of a mandatory or elective Administrative Assistant Traineeship requirement.

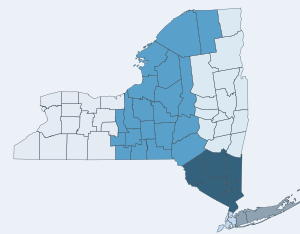## Spring & Summer 2026
Enroll Now!

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.

NYS & CSEA Partnership

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

SKILLS FOR SUCCESS
APPLICATION FORM

NYS & CSEA Partnership

APPLICANT INFORMATION
Please print or type.

Name	Signature

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: ____ ____ ____ ____ ____ ____ ____ ____ ____ ____

Negotiating Unit
New York State Government Employees (select one):

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)

Other _____

* As space permits.

Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here .

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.