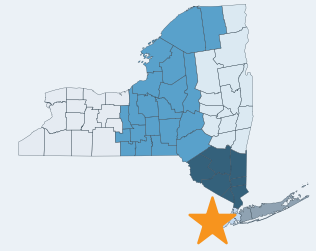


SKILLS FOR SUCCESS

Free Courses for CSEA-represented Employees



CSEA Metropolitan
Region 2



Writing Effective Reports and Evaluations

Tax and Finance New York City, Brooklyn
March 27, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6032



Plumbing Advanced

Roberto Clemente State Park, Bronx
April 2 & 3, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6056



Building Better Work Relationships

CSEA Metropolitan Region Office, New York
May 7, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6031



Electricity Advanced

Roberto Clemente State Park, Bronx
May 7 & 8, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6055



Workplace Social Skills

Department of Financial Services, New York
May 14, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6083

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

Spring 2025 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.

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 <input type="checkbox"/></p>	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.