NYS & CSEA Partnership

(800) 253-4332
www.nyscseapartnership.org

SKILLS FOR SUCCESS

Free Courses for CSEA-represented Employees

Microsoft Teams
Webinar
July 7, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_6105

Addressing Conflict in Customer Service
Webinar
July 9, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_6106

Organizing Your Workspace for Increased Productivity
Webinar
July 10, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_6107

Avoiding Common Punctuation and Grammar Mistakes
Webinar
July 15, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_6108

Managing Stress in Customer Service
Webinar
July 16, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_6112

Merit System: Transfers
Webinar
July 17, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_6109

Influencing Without Authority
Webinar
July 22, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_6110

Professionalism in the Digital Age
Webinar
July 23, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_6111

Essentials of Report Writing
Webinar
July 24, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_6113

Study Skills to Build Success
Webinar
July 29, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_6114

Preventing Slips, Trips, and Falls for the Outdoor Worker
Webinar
July 30, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_6115

Problem Solving - A Six Step Process
Webinar
July 31, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_6116

Microsoft Word Basics Online   NEW!
Online Course
August 5 & 6, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS Class Code: P_OE_R9_6117

Using the Tuition Benefits Program
Webinar
August 21, 2025 | 10:00 a.m. - 11:30 a.m.
SLMS Class Code: P_OE_R7_6119

Summer 2025 Courses
Enroll Now!

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

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

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.