

Fall 2026

SKILLS FOR SUCCESS

In-Person & Online Classes for
CSEA-Represented Employees

NYS & CSEA Partnership

Connect With Us (800) 253-4332 | www.nyscseapartnership.org | learning@nyscseapartnership.org |

A Message from the Partnership



NYS & CSEA Partnership

View Us Online

Scan this QR code with your mobile device to view information on our Skills for Success program and current course offerings.

Welcome to the NYS & CSEA Partnership for Education and Training, a collaboration between the Office of Employee Relations (OER) and the Civil Service Employees Association (CSEA).

Our mission is to provide accessible, high-quality education programs and services designed to fit your needs. Our Skills for Success program features over 80 in-person and online, instructor-led classes – all available at no cost to CSEA-represented NYS employees.

This is a valuable opportunity to enhance your skills, advance your career, meet evolving job demands, and support your professional growth and development.

We encourage you to take advantage of these offerings and learn with us this fall semester!

Sincerely,

Dawn Hall
Co-Director

Lynda Scalzo
Co-Director

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Skills for Success Overview

The Partnership's Skills for Success Program offers courses designed to help you excel in your current role and advance your career. Courses are offered both in-person and online to meet your needs, schedule, and learning preferences.

Course Categories

Our courses are designed to provide members with a variety of essential, job-based skills.

- Adult Education Basics (AEB)
- Computer Skills
- Individual Development
- Interpersonal Communication
- Language Skills
- Math Skills
- Safety and Health
- Trades, Operations, and Maintenance
- Work Management
- Writing Skills

Reasonable Accommodations

We strive to ensure all training is accessible to employees with disabilities. If you have questions about accessibility or a request for accommodation, please contact:

Jeffrey Thomas, DRA/ADA Coordinator
(518) 408-1822
jeffrey.thomas@nyscseapartnership.org.

Course Formats & Locations

All courses are led by a live instructor.

Webinars

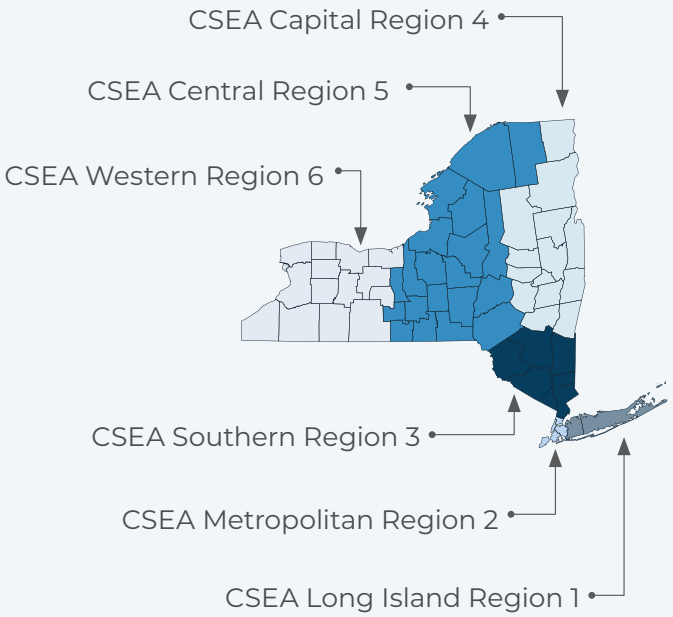
1-hour online sessions available statewide.

Online Courses

Half-day, multi-day online sessions available statewide.

In-Person Classes

Half-day, full-day, or multi-day classes offered locally in all New York State CSEA regions.



Participation Guidelines

We encourage CSEA-represented employees to work with their supervisors to choose courses that best align with their professional and personal goals.



Participant Eligibility

Employees are eligible to participate in Skills for Success courses and webinars if they are a:

- CSEA-represented NYS employee (ASU/02, OSU/03, ISU/04, or DMNA/47).
- CSEA-represented employee in a local government, school district, state authority, or the private sector, as space permits.
- NYS employee (previously in the ASU/02) serving a probationary period in a transition title or traineeship supported by the Partnership (MC/06 or PS&T/05).
- NYS employee in a Management/ Confidential (MC/06) clerical or secretarial title, as space permits.

CSEA-represented members working in local government, school districts, state authorities, or the private sector must contact the Partnership about enrollment.

(800) 253-4332
learning@nyscseapartnership.org

Participant Responsibilities

- Enroll as soon as possible – enrollment minimums must be met three weeks before the course or webinar start date.
- By enrolling, you are committing to attend. Please only enroll if you can attend the entire session.
- Do not send substitute participants, drop courses last minute, or fail to attend. Your spot could benefit someone on the course waitlist.
- If you cannot attend, please drop the course or webinar promptly. For SLMS enrollments, drop a course through SLMS. For paper application enrollments, call or email the Partnership.

Supervisor Responsibilities

When an employee enrolls in a Skills for Success course, the supervisor will receive an email requesting approval. Supervisor approval is required to participate unless the course is taken outside the normal workday. When you approve an employee's enrollment, you are granting the employee release time to attend the entire course without charge to leave credits.

Certificate of Completion

Certificates of Completion are awarded for attending and participating in the entire course or webinar. You will be notified when your certificate is available to print around three to four weeks after course completion.

How to Enroll

Choose an in-person, online course, or webinar that meets your needs. Enroll through the Statewide Learning Management System (SLMS) or with the Skills for Success Application form.



Enroll through SLMS

Enroll for courses and webinars through the Statewide Learning Management System (SLMS) at https://nyslearn.ny.gov/.

See page 18 for enrollment instructions.

Enroll through the Partnership

Complete the Skills for Success application form.

- You can apply for multiple courses and webinars on one application form.
- You must have supervisor approval on the application form, unless you're using your own time.

Enrollment Assistance

Need Help Enrolling in a Skills for Success Course?

Contact the Partnership at:

(800) 253-4332

learning@nyscseapartnership.org

https://nyscseapartnership.org/skills-success-enroll

Enrollment Notifications

SLMS Enrollment

Your SLMS status remains pending until two to three weeks before class, even with supervisor approval. Once confirmed, your status changes to "enrolled," and you will receive an email notification. You will also be notified if your supervisor denies participation.

If you do not receive a notification ten days before class, contact the Partnership.

Course or Webinar is Full

You will be notified by email if you are denied a course due to max capacity. We encourage you to reapply when the course is offered again.

Waitlists

The Partnership maintains a waitlist for full courses or webinars. If a seat becomes available, we will notify the next employee on the waitlist.

Date Changes

Occasionally, the Partnership must change course or webinar dates. Please read your email notification carefully.

Cancellations

If a course or webinar is canceled, you will be notified by email. If there is no email address for you in SLMS, you will be notified by phone.

Administrative Assistant Traineeship Participants

If you're in the Administrative Assistant Traineeship Program working toward the Administrative Assistant 1 title, you can meet your mandatory and elective course requirements through many Skills for Success courses offered this semester.



Traineeship Requirements

Participants in the two-year Administrative Assistant Traineeship must complete mandatory courses and choose elective courses within the following competency areas:

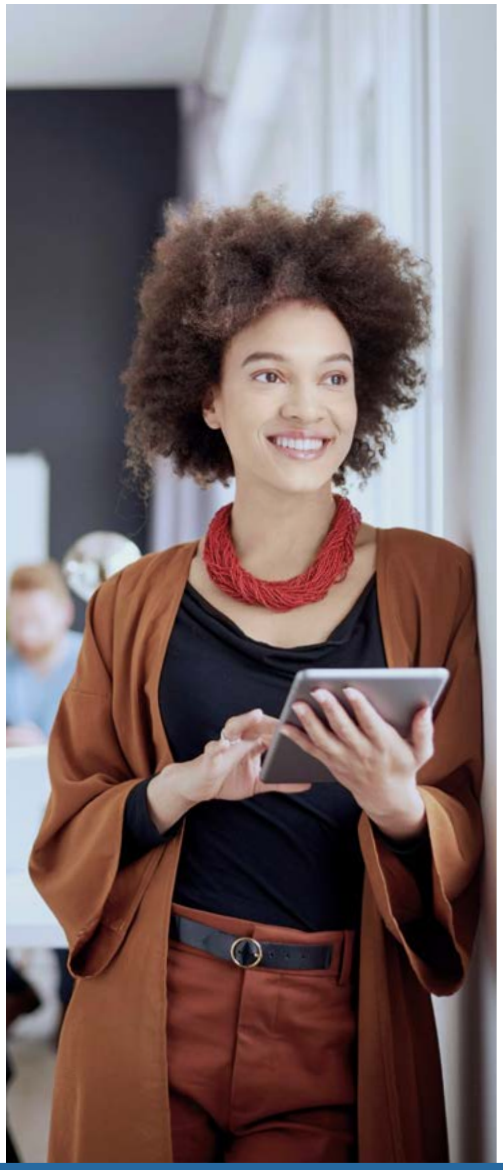
- Computer Skills and Technology
- Professionalism and Self-Management
- Interpersonal and Customer Relations
- Verbal and Written Communication

A Workforce Development Competency icon shown on a Skills for Success course indicates the course's competency area and whether it meets a mandatory or elective traineeship requirement.

Additional Support

Have questions or need assistance?

Scan or click the QR code to view the Administrative Assistant Traineeship resources on our website for more information.







COURSE LOCATIONS & DATES BY REGION

Click or scan the QR code to view all Skills for Success course offerings this fall, including full course descriptions. Easily search courses by category, learning format, region, location, or workforce development competency.

NYS & CSEA Partnership

Courses By Region

CSEA Long Island Region 1

Carpentry Intermediate

Hempstead Lake State Park, West Hempstead
September 9 & 10, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6497

Building Better Work Relationships

Hempstead Lake State Park, West Hempstead
September 29, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6520

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Carpentry Advanced

Hempstead Lake State Park, West Hempstead
October 6 & 7, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6498

Customer Service

Hempstead Lake State Park, West Hempstead
October 13, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6525

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Successful Business Writing

OGS-Perry E. Duryea State Office Building, Hauppauge
October 16, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6544

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

English for Speakers of Other Languages 1

Stony Brook University Medical Center, Stony Brook
November 3, 10, 17, 24, December 1 & 8, 2026
Alternate snow date: December 15
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6528

Blueprint Reading Fundamentals

Bethpage State Park, Farmingdale
December 15 & 16, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6499

CSEA Metropolitan Region 2

English for Speakers of Other Languages 2

CSEA Metropolitan Region Office, NYC
September 17, 24, October 1, 8, 15 & 22, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6546

Masonry Basics

Roberto Clemente State Park, Bronx
September 22, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6514

Small Engine Repair

Roberto Clemente State Park, Bronx
September 24 & 25, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6501

OSHA 10-Hour General Industry

CSEA Metropolitan Region Office, NYC
October 13 & 14, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6547

Courses by Region

Workplace Social Skills

Department of Financial Services, NYC
October 22, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6530

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Blueprint Reading Fundamentals

Riverbank State Park, NYC
November 4 & 5, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6505

The Organized Office Worker

Tax and Finance New York City, Brooklyn
November 12, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6532

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Aspiring Leaders

Roberto Clemente State Park, Bronx
November 17, 18 & 19, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6517

Writing Effective Reports and Evaluations

Department of Financial Services, NYC
December 2, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6531

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Effective De-Escalation Skills

CSEA Metropolitan Region Office, NYC
December 9, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6527

CSEA Southern Region 3

Plumbing Advanced

Sterling Forest State Park, Tuxedo
September 22 & 23, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6502

Boiler Safety Awareness

Eleanor Roosevelt State Office Building, Poughkeepsie
October 6, 2026 | 8:30 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R3_6537

Blueprint Reading Fundamentals

DMNA-Camp Smith, Cortlandt Manor
October 14 & 15, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6510

Successful Business Writing

DMNA - Camp Smith, Cortlandt Manor
October 15, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6526

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Electricity Basics

DMNA-Camp Smith, Cortlandt Manor
November 17, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6511

Courses by Region

Effective Problem Solving

Eleanor Roosevelt State Office Building, Poughkeepsie
December 3, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6538

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

CSEA Capital Region 4

Workplace Social Skills

Saratoga Spa State Park, Saratoga Springs
September 15, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6519

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Customer Service

NYS & CSEA Partnership for Education and Training, Albany
September 22, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6518

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Masonry Advanced

Saratoga Spa State Park, Saratoga Springs
September 30 & October 1, 2026 |
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6500

Writing Effective Reports and Evaluations

NYS & CSEA Partnership for Education and Training, Albany
September 30, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6524

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Microsoft Excel Intermediate

MicroKnowledge, Latham
October 7, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6515

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Aspiring Leaders

NYS & CSEA Partnership for Education and Training, Albany
October 20, 21 & 22, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6516

Small Engine Repair

SUNY Cobleskill, Cobleskill
October 22 & 23, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6509

Computer Ergonomics Assessor Training

Harriman State Office Building, Albany
November 12, 2026 | 8:30 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R4_6545

The Organized Office Worker

Department of Labor, Albany
November 24, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6534

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Courses by Region

Blueprint Reading Fundamentals

Harriman State Office Building, Albany
December 8 & 9, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6504

Back Injury Prevention

NYS & CSEA Partnership for Education and Training, Albany
December 10, 2026 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R4_6543

CSEA Central Region 5

Carpentry Advanced

SUNY Oneonta, Oneonta
September 15 & 16, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6503

Electricity Basics

Robert H. Treman State Park, Ithaca
September 30, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6513

Building Better Work Relationships

Central New York DDSO, Rome
October 1, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6521

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Electricity Basics

Sampson State Park, Romulus
October 20, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6512

Workplace Social Skills

Central New York DDSO, North Syracuse
October 20, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6541

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Effective Problem Solving

Broome DDSO, Binghamton
November 3, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6540

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Blueprint Reading Fundamentals

Sampson State Park, Romulus
November 9 & 10, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6506

The Organized Office Worker

Central New York DDSO, North Syracuse
December 1, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6542

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Courses by Region

CSEA Western Region 6

Effective Problem Solving

SUNY Geneseo, Geneseo
September 16, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6523

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Customer Service

SUNY Brockport, Brockport
October 6, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6522

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Blueprint Reading Fundamentals

SUNY Buffalo, Buffalo
October 28 & 29, 2026
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6508

Effective De-Escalation Skills

Department of Transportation, Rochester
November 5, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6529

Writing Effective Reports and Evaluations

Western New York DDSO, West Seneca
November 5, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6533

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Computer Ergonomics Assessor Training

Department of Transportation, Rochester
November 17, 2026 | 8:30 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R6_6548

Small Engine Repair

Letchworth State Park, Perry
November 19 & 20, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6507

Statewide Webinars

Internet Research Skills

Webinar, Statewide
September 10, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6461

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Developing Your Emotional Intelligence

Webinar, Statewide
September 15, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6469

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

The Fundamentals of Labor-Management Committees

Webinar, Statewide
September 17, 2026 | 9:00 a.m. - 10:00 a.m.
SLMS CLASS CODE: P_OE_R7_6476

Courses by Region

Take Control of Your Time

Webinar, Statewide
September 17, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6481

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Avoiding Common Punctuation and Grammar Mistakes

Webinar, Statewide
September 22, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6485

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Organizing Your Workspace for Increased Productivity

Webinar, Statewide
September 23, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6482

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Professionalism in the Digital Age

Webinar, Statewide
September 24, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6470

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

De-Escalation Basics

Webinar, Statewide
September 29, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6477

Microsoft Outlook Classic: Managing Contacts and Tasks

Webinar, Statewide
October 1, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6462

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Best Practices for Resumes and Cover Letters

Webinar, Statewide
October 13, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6464

Snow Removal Safety

Webinar, Statewide
October 13, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6480

Crafting Powerful Writing: Precision and Clarity

Webinar, Statewide
October 14, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6486

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Merit System: Examinations and Eligible Lists

Webinar, Statewide
October 21, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6465

Home Ergonomics

Webinar, Statewide
October 22, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6478

Courses by Region

Managing Stress in Customer Service

Webinar, Statewide
October 28, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6471

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Preparing for a Civil Service Exam

Webinar, Statewide
November 4, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6466

Situational Awareness

Webinar, Statewide
November 4, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6479

Influencing Without Authority

Webinar, Statewide
November 5, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6472

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Microsoft Outlook Classic: Working with Calendars

Webinar, Statewide
November 10, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6463

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Better Team Skills

Webinar, Statewide
November 12, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6473

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Problem Solving - A Six Step Process

Webinar, Statewide
November 17, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6483

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Expanding Your Vocabulary

Webinar, Statewide
November 19, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6487

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Dealing with Stress

Webinar, Statewide
December 2, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6467

Financing Your Education

Webinar, Statewide
December 3, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6560

How to Navigate Conflict Effectively

Webinar, Statewide
December 8, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6474

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Using the Tuition Benefits Program

Webinar, Statewide
December 9, 2026 | 1:00 p.m. - 2:30 p.m.
SLMS CLASS CODE: P_OE_R7_6468

Courses by Region

Communicating with Confidence

Webinar, Statewide
December 10, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6475

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Introduction to Critical Thinking

Webinar, Statewide
December 15, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6484

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Professional Email that Gets Results

Webinar, Statewide
December 16, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6488

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Statewide Online Courses

Microsoft Excel Basics (Online)

Online, Statewide
September 16 & 18, 2026 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6489

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Effective Reading Skills 1 (Online)

Online, Statewide
September 22, 24, 29, October 1, 6, 8, 13, 15, 20, 22, 29 & November 3, 2026 | 9:00 a.m. - 11:30 a.m.
SLMS CLASS CODE: P_AEB_R9_6496

The Organized Office Worker (Online)

Online, Statewide
September 30 & October 2, 2026 |
9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6494

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Customer Service (Online)

Online, Statewide
October 6 & 8, 2026 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6493

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Microsoft Word Basics (Online)

Online, Statewide
October 28 & 29, 2026 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6490

*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Microsoft Excel Intermediate (Online)

Online, Statewide
November 18 & 20, 2026 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6491

*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

Courses by Region

Successful Business Writing (Online)

Online, Statewide
December 1 & 3, 2026 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6495



*Fulfills an Administrative Assistant Traineeship **mandatory** course requirement*

Microsoft Word Intermediate (Online)

Online, Statewide
December 9 & 11, 2026 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6492



*Fulfills an Administrative Assistant Traineeship **elective** course requirement*

NYS & CSEA Partnership

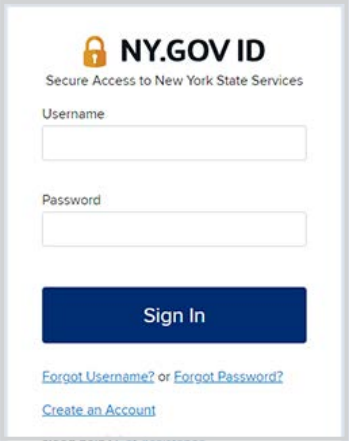
Getting Started: Enrolling in Skills For Success Classes

Using the Statewide Learning Management System (SLMS)

Login to the Statewide Learning Management System

Non-SUNY Employees:

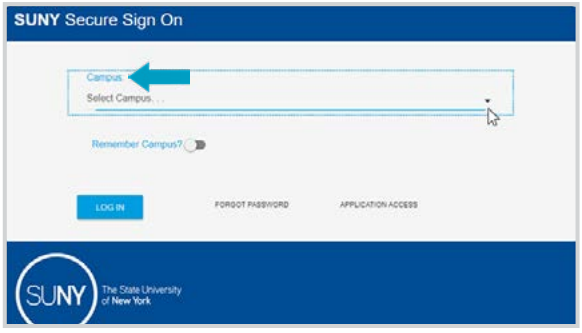
1. Go to the SLMS login web page (nyslearn.ny.gov). Select the **SLMS Login** button.
2. Enter your SLMS Username and Password, then select the **Sign In** button.



SUNY Employees:

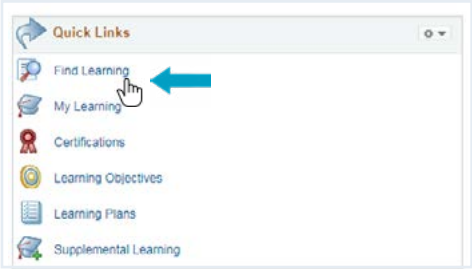
1. Login to SLMS from the **SUNY Secure Portal** (System.SUNY.edu) where you'll select your campus from the drop-down menu and then enter your login credentials.
2. From there, you'll navigate to the **E-Business Services** tab, then **SLMS–Statewide Learning Management System**, then the **SLMS link** on the my.ny.gov page.





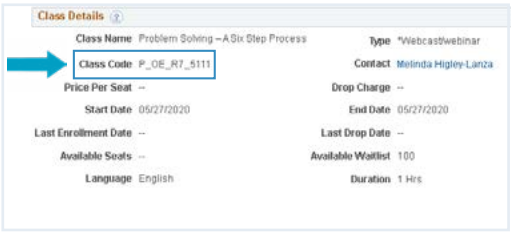
Search the SLMS Catalog

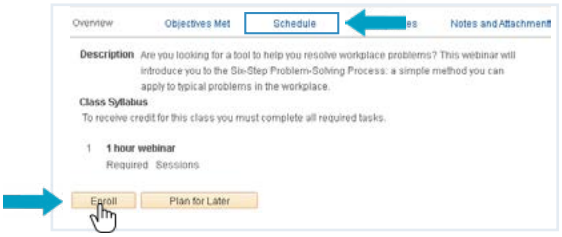
1. Select the **Find Learning** link in the Quick Links menu in SLMS.
2. Locate the **Search by Keyword** box.
3. Enter the SLMS Class Code of the class you want to enroll in and select **Enter** to search.
4. A list of classes that match your search criteria will appear.



Enroll in A Partnership Class

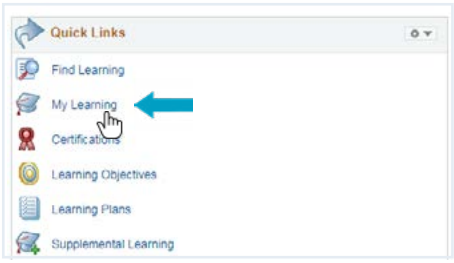
1. Locate the class you wish to take using **Find Learning** as shown in the previous section.
2. To view dates, times, and training site of the class, select **Class Code**; **Schedule**; and the link under **Location**. Select **Close** when finished viewing this information.
3. Next, select the **Enroll** button by the class code. Then select **Submit Enrollment** to confirm.





Check Your Scheduled Learning and Progress

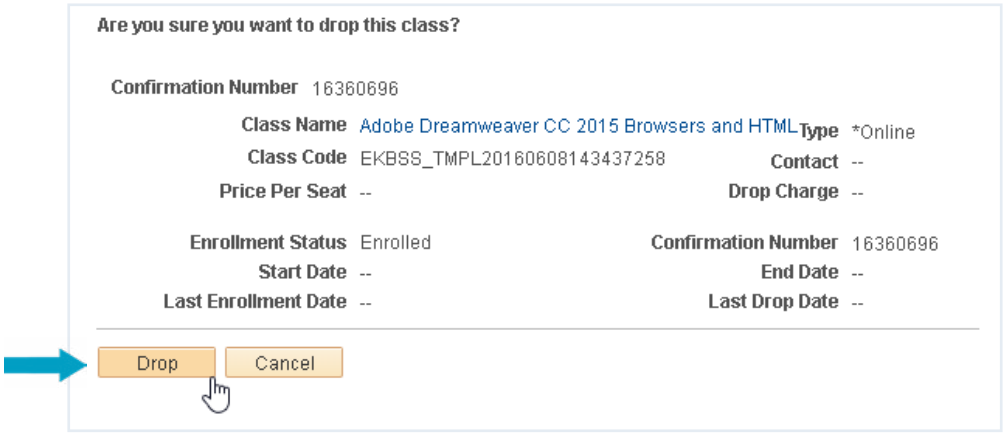
1. Select **My Learning** on the **Quick Links** menu. A list of the classes you are scheduled to take (or are waiting for approval to take) will appear.
2. Locate the name of your class. If you have many items, you may need to select **View All** or the **Show Next Row** arrow at the top of the screen. You can also select **Title** to alphabetize the items by name.
3. Select the name of the class or program for more information.



***Tip:** If your supervisor has approved your request to attend but your status is still Pending Approval, it is because the Partnership must now approve your request. This is done approximately two weeks before the course date.*

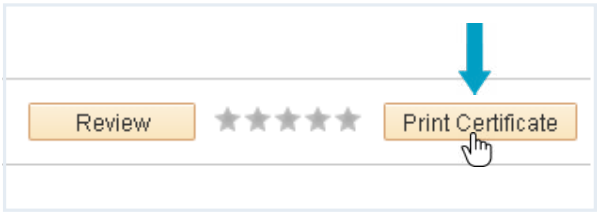
Drop a Class

1. Select **My Learning** on **Quick Links** menu. Locate the class/program to be dropped.
2. Select the **Drop** button by the class name. Then select **Drop** again.
3. If a manager/administrator enrolled you, contact them to drop the class. If you sent an application to the Partnership, please call us at (800) 253-4332.



Print a Certificate

1. Select **My Learning** on the Quick Links menu.
2. Locate the completed class/program.
3. Select the **Print Certificate** button next to the name of the class/program.



NYS & CSEA Partnership

SKILLS FOR SUCCESS APPLICATION FORM

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 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.

Take Advantage of the Partnership's Programs & Services that are No Cost to You!

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Representatives

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Partnership

www.nyscseapartnership.org