Spring 2025

SKILLS FOR SUCCESS

Free In-Person and Online Courses
for CSEA-Represented Employees

NYS & CSEA
Partnership

A Message from the Partnership

NYS & CSEA Partnership

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 individual needs. Our Spring 2025 Skills for Success program features over 70 in-person and online courses and webinars - all available at no cost to CSEA-represented 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 invest time in learning with us this semester!

View Us Online

Scan this QR Code with your mobile device to view our Skills for Success online catalog and resources.

Partnership Programs and Services

In addition to our Skills for Success Program, the Partnership offers a wide range of programs and services for CSEA-represented NYS employees, leaders, and management to support education and development.

Programs and Services for CSEA-Represented NYS Employees

Education and Career Advisement

Partnership Advisors provide confidential, personalized guidance for education planning, career advancement, and funding your education.

Certificate and Traineeship Programs

Achieve greater job-related career mobility, promotional opportunities, and improve skills within your field.

- Online Learning Certificate Programs

- Administrative Assistant Traineeship

- Applied Skilled Trades Program

Tuition Benefits

Save on tuition and exam fees in pursuit of a college degree, essential skills, or job-specific certifications.

- Tuition Vouchers and Reimbursements

- Credit-by-Exams, Certification, and Licensure Exam Fee Reimbursements

- Adult Education Basics Benefits

- Targeted Tuition Benefits for in-demand careers

Programs and Services for CSEA Leaders and NYS Managers

Worksite Training Request

Review our Partnership Catalog and complete a worksite training request to have any of our courses delivered directly to your site.

Grants

Partnership grants can be used to enhance safety, well-being, and organizational needs in the workplace.

- **Quality of Work-Life Grants**
  Funding up to $3,000 to improve working conditions, boost employee morale, productivity, services delivery, and beyond.

- **Safety and Health Grants**
  Funding up to $50,000 to improve workplace safety, prevent work-related injuries, and reduce lost work time and workers' compensation costs.

- **Labor-Management Workforce Development Grants**
  Funding up to $30,000 to address workforce and organizational development needs.

Labor Management Services

Custom consultations for labor and management leaders to enhance communication, strengthen relationships, and resolve workplace conflict.

Contact Us

NYS & CSEA Partnership

Email
learning@nyscseapartnership.org

Phone
(800) 253-4332

Website
www.nyscseapartnership.org

Address

NYS & CSEA Partnership for Education and Training
Corporate Plaza East - Suite 502
240 Washington Ave. Ext.
Albany, NY 12203

Social Media
nyscseapartnership

Learn more about our programs and services

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Skills for Success Courses – Designed for You

The Partnership's Skills for Success Program offers free courses designed to help you excel in your current role and advance your career. Each course is thoughtfully tailored to meet your needs and schedule. Browse our catalog by course category or location.

Spring 2025 Course Schedule

February 2025 - May 2026

Course Categories

Adult Education Basics

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 Dawn Hall: (518) 408-1822
dawn.hall@nyscseapartnership.org.

Course Types and Location

All courses are led by a live instructor.

Online

Remote courses/webinars available statewide.

- Webinar - One virtual session lasting about one hour.

- Online Course - Two or more virtual sessions at designated dates and times, lasting 3 hours each session.

In-Person

Courses available in specific CSEA Regions, at various sites, and lasting a few hours to a full day.

CSEA Capital Region 4

CSEA Central Region 5

CSEA Western Region 6

CSEA Southern Region 3

CSEA Metropolitan Region 2

CSEA Long Island Region 1
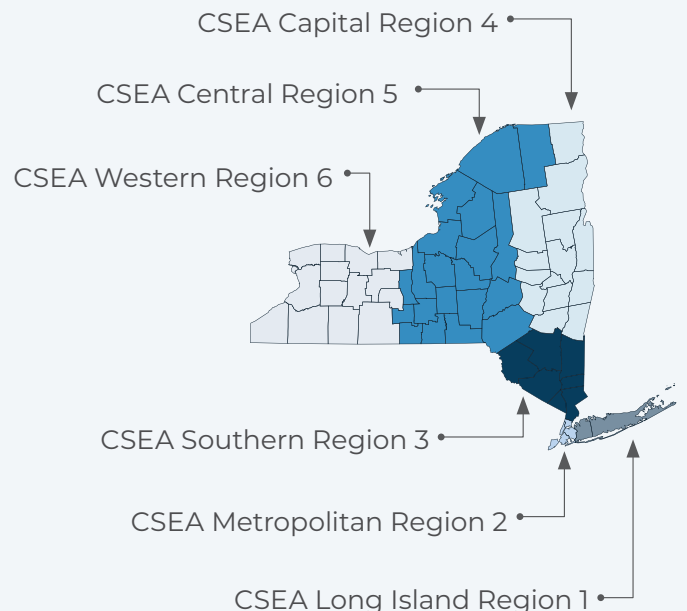
Participation Guidelines

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 employees working in local government, school districts, state authorities, or the private sector must contact the Partnership about enrolling in classes through SLMS.

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 of Participant 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 or online course or webinar that meets your needs and enroll through the Statewide Learning Management System (SLMS) or with the Skills for Success Application form.

Need Help Enrolling in a Skills for Success Course?

Contact the Partnership

(800) 253-4332

learning@nyscseapartnership.org

www.nyscseapartnership.org/skills-success-participant

Enroll through SLMS

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

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 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 not accepted. 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.

Workforce Development Competencies

Workforce development competencies are essential, job-based skills. The Partnership provides a list of six foundational competencies with icons and descriptions to help employees and supervisors choose relevant courses and webinars.

Each course description includes an assigned competency icon.

Computer Skills and Technology

- Demonstrate basic computer skills.
- Use technology to inform or perform tasks.
- Use computer programs to increase productivity.

Critical Thinking, Problem-Solving, and Math

- Solve problems by applying knowledge, information, or processes.
- Make decisions or recommendations based on logic and reasoning.
- Use basic math skills to solve workplace problems.
- Interpret graphs, charts, or tables.

Interpersonal and Customer Relations

- Develop or maintain productive relationships to improve work performance.
- Cooperate with others to perform job tasks or achieve goals.
- Resolve conflict or negotiate resolutions.

Professionalism and Self-Management

- Demonstrate professional and respectful language, behavior, and attire.
- Adhere to organizational policies or procedures.
- Develop skills to prepare for changing work situations, personal growth, and career mobility.
- Use self-evaluation to improve quality of work.

Trades, Safety, and Risk Management

- Identify and reduce safety risks.
- Use materials, tools, and equipment safely.
- Demonstrate knowledge of machines and systems, including their design, use, repair, and maintenance.

Verbal and Written Communication

- Communicate through verbal and written means.
- Recognize the main points of an argument.
- Exchange thoughts, opinions, or information.
- Address workplace language barriers.

Administrative Assistant Traineeship Participants

Individuals completing the two-year Administrative Assistant Traineeship must take mandatory courses and choose elective courses by competency area.

A check mark below a Skills for Success course signifies that the course fullfills a mandatory or elective Administrative Assistant Traineeship requirement.

COURSE AND WEBINAR DESCRIPTIONS AND DATES

NYS & CSEA
Partnership

Adult Education Basics

Employees will improve job-related knowledge, learn new skills for improved work performance, and enhance their learning capacity. Participants will learn in a multi-skill level environment.

Math Refresher 2 Online

This class meets online for two half-day sessions a week for six weeks. Attendance is required at all sessions. You must have access to a computer and an internet connection.

This class builds upon topics introduced in Math Refresher 1 and is a refresher of math topics such as percentages, ratios, and proportions. You will also perform basic calculations with signed numbers, calculate compound interest, and interpret simple graphs. You are strongly encouraged to take Math Refresher 1 first.

By the end of the class, you will be able to:

- Perform math calculations with fractions, decimals, percentages, and signed numbers.

- Write ratios.

- Calculate proportions.

- Calculate compound interest in word problems.

- Interpret bar graphs and pie charts.

- Use the order of operations to solve word problems and algebraic expressions.

Online Course - Statewide

February 25, 27; March 4, 6, 11, 13, 18, 20, 25, 27; April 1 & 3, 2025 | 9:30 a.m. - 12:30 p.m.

SLMS Class Code: P_AEB_R9_6045

Computer Skills

Employees will gain the knowledge and skills needed to use various computer and application software.

Get More Done with Keyboard Shortcuts

The skills developed in this webinar will help you to identify the most essential keyboard shortcuts to help you work smarter – not harder.

By the end of the webinar, you will be able to:

- Recognize benefits of keyboard shortcuts.

- Explain keyboard shortcuts, functions, and modifiers.

- Identify the most essential shortcuts.

- Discuss best practices for keyboard shortcuts.

Webinar - Statewide

March 26, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6020

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

Computer Skills Continued

Microsoft Excel Basics

This class will provide you with the basic knowledge and skills needed to perform daily tasks in Microsoft Excel. You must have a working knowledge of desktop computers and be familiar with using the keyboard and mouse.

By the end of the class, you will be able to:

· Practice with common spreadsheet functions.

· Create and format worksheets.

· Use simple formulas.

· Enter information into a workbook.

· Preview and print a worksheet.

MicroKnowledge - Albany

March 13, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6033

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

Microsoft Excel Intermediate

This class will provide you with the intermediate knowledge and skills needed to perform specialized tasks and improve productivity in Excel. You must have basic experience in Excel.

By the end of the class, you will be able to:

· Perform calculations in Excel using formulas and functions.

· Use sort, filter, and table tools in Excel to organize data.

· Create and format charts to present data.

· Identify strategies for working with data across multiple worksheets.

· Apply settings to protect worksheets.

· Use advanced formatting and print options.

MicroKnowledge - Albany

April 21, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6034

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

Computer Skills Continued

Microsoft Outlook: Organizing and Managing Your Email

This webinar provides tips and tricks to help you manage your email in Microsoft Outlook. You will learn how to view, sort, delete, and organize your email.

By the end of the webinar, you will be able to:

- Compare methods of sorting and viewing email messages.

- Identify ways of searching for email messages.

- Construct a strategy to organize email messages using folders.

Webinar - Statewide

May 6, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6069

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

Microsoft Word Basics Online
NEW CLASS!

This class is online. You must have access to a computer and an internet connection.

This class will provide you with the basic knowledge and skills needed to perform daily tasks in Microsoft Word. You must have a working knowledge of desktop computers, be familiar with using the keyboard and mouse, and have a desktop or laptop computer with internet access. A larger screen is preferred.

By the end of the class, you will be able to:

- Practice common word processing tasks.

- Create and edit documents.

- Format page layouts, text, tables, and paragraphs.

- Format and insert page breaks, pictures, headers and footers, and tables.

- Preview and print a document.

Online Course - Statewide

March 6 & 7, 2025 | 9:00 a.m. - 12:00 p.m.

SLMS Class Code: P_OE_R9_6041

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

Individual Development

Employees will gain the knowledge and skills needed to help achieve balance between their work and personal lives.

Aspiring Leaders

This class is three days. Attendance is required all days.

This class will help you build leadership skills for a successful career in New York State government. You must complete a DiSC Self-Assessment before the class to identify your leadership style. Seats are limited to 30 for each class.

By the end of the course, you will be able to:

- Employ leadership strategies that focus on self-awareness and motivation to coach employees through transitions.

- Apply principles of emotional intelligence to build effective relationships and teams.

- Prepare a team for success by setting clear, achievable goals that are aligned to the agency's mission and NYS code of ethics.

Capital District DDSO - Schenectady

April 8, 9 & 10, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6062

Central New York DDSO - Rome

May 13, 14 & 15, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_6080

Individual Development Continued

Best Practices for Interviews

This webinar walks you through the steps to prepare for an interview. Topics will include pre-interview preparation, day-of tips and tricks, and post-interview best practices to leave a good impression.

By the end of the webinar, you will be able to:

- List the steps to prepare for both an in-person and virtual interview.

- Practice answering commonly asked questions.

- Identify strategies to calm your nerves and improve your confidence the day of the interview.

- Discuss post interview best practices to leave a good impression.

Webinar - Statewide

March 26, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6024

Dealing with Stress

This webinar will help you recognize and manage the stress of balancing work and life demands. You will explore the impact of stress, practice stress-reduction techniques, and discover ways to manage stress at home and at work.

By the end of the webinar, you will be able to:

- Define stress.

- Recognize how stress affects you.

- Identify strategies for managing and reducing stress.

- Create a stress management plan.

Webinar - Statewide

April 16, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6030

Individual Development Continued

Financing Your Education

This webinar will explain grants, loans, scholarships, tuition benefits, and tax credits.

By the end of the webinar, you will be able to:

- Define the cost of attendance.

- Recognize how to make school more affordable.

- Identify and compare the different ways to pay for school.

Webinar - Statewide

April 9, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6029

Manage Your Money

This webinar will help you develop your money management skills and reduce the stress created by financial difficulties. You will discover ways to track your expenses, spend less than you earn, and set and follow a budget.

By the end of the webinar, you will be able to:

- Determine your current income and expenses.

- Identify your financial goals and priorities.

- Develop a budget that works for your household.

Webinar - Statewide

April 22, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6075

Individual Development Continued

Merit System: Examinations and Eligible Lists

This webinar is for individuals who have questions about Civil Service examinations and eligible lists.

By the end of the webinar, you will be able to:

- Differentiate among the types of Civil Service examinations.

- Distinguish various types of lists and how agencies use them.

- Determine the effects of accepting or declining opportunities from an eligible list.

- Explore the capabilities of the online Eligible List Management System.

- Recognize your eligibility on a Civil Service eligible list.

Webinar - Statewide

March 12, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6021

Preparing for a Civil Service Exam

This webinar will show you tips and tricks to successfully navigate the process from the initial exam announcement to the post-test scoring.

By the end of the webinar, you will be able to:

- Recognize the examination process.

- Describe strategies for answering multiple choice questions.

- Identify what happens on the day of the test.

- Recognize the scoring, canvassing, and hiring process.

Webinar - Statewide

April 3, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6027

Individual Development Continued

Protect Your Identity

Identity theft is one of the fastest growing crimes committed today. This webinar provides an overview of identity theft and offers methods you can use to protect yourself from falling victim to this growing crime.

By the end of the webinar, you will be able to:

- Explore various types of personal identifiable information.

- Identify different methods to limit exposure to thieves.

- Discuss the steps to take if you have been a victim of identity theft.

Webinar - Statewide

March 4, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6017

Using Credit Wisely

Credit reports and scores are important pieces of your financial identity and history, and predictors of future behavior. In this webinar, you'll learn how to find and read your credit report and how to repair, build, and protect your credit score.

By the end of the webinar, you will be able to:

- Identify the steps to access, read, and interpret your credit report.

- Discuss strategies for repairing and building credit.

- Recognize how to protect your credit score.

Webinar - Statewide

May 21, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6073

Individual Development Continued

Using the Tuition Benefits Program

This webinar is open only to CSEA-represented NYS employees.

This webinar provides you with the information you need to use the Partnership's Tuition Benefits Program to help pay for courses.

By the end of the webinar, you will be able to:

- Determine your eligibility for tuition benefits.

- Identify the different types of benefits available and the types of courses covered.

- Discover how to apply for and use your benefits, cancel a benefit, change courses and schools, or drop a course.

- Gain knowledge about benefit coverage limits.

Webinar - Statewide

April 10, 2025 | 1:00 p.m. - 2:30 p.m.

SLMS Class Code: P_OE_R7_6074

Interpersonal Communication

Employees will gain the skills needed to communicate effectively in the workplace. Participants will exchange information in various ways, including verbal, written, and non-verbal communication.

Addressing Conflict in the Workplace

NEW WEBINAR!

This webinar will help you navigate everyday conflicts in the workplace.

By the end of the webinar, you will be able to:

· Recognize conflict as an opportunity for improvement.

· Identify the negative effects of unresolved conflict.

· Distinguish different reactions to conflict.

· Select strategies for navigating conflict in the moment.

Webinar - Statewide

May 7, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6070

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

Interpersonal Communication Continued

Better Team Skills

In this webinar, you will learn the value of teamwork and how to best work with others.

By the end of this webinar, you will be able to:

- Recognize the value of teamwork.

- Identify important qualities for the effective team member.

- Select strategies to improve collaboration.

Webinar - Statewide

April 23, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6076

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

Building Better Work Relationships

Effective work relationships can contribute to job satisfaction, increased productivity, and better health.

By the end of the class, you will be able to:

- Recognize the value of positive workplace relationships.

- Determine how effective work relationships can help achieve career goals and improve job satisfaction.

- Develop the skills to create and improve relationships at work.

Central NY DDSO - North Syracuse

March 12, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_6058

Department of Labor - Albany

April 9, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6035

Western New York DDSO - West Seneca

April 30, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_6038

CSEA Metropolitan Region Office - NYC

May 7, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_6031

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

Interpersonal Communication Continued

Communicating with Confidence

This webinar will help increase your confidence when communicating at work.

By the end of the webinar, you will be able to:

- Identify the qualities of a confident speaker.
- Recognize the barriers to communicating with confidence.
- Identify strategies to help speak with confidence.
- Demonstrate effective interpersonal communication skills.

Webinar - Statewide

April 2, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6026

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

Customer Service

This class addresses the role of customer service in the public sector. You will learn strategies and techniques for effectively handling customers when delivering outstanding service to the public.

By the end of the class, you will be able to:

- Identify good customer service.
- Select useful tips for handling difficult and angry customers.
- Develop strategies for managing stress when dealing with customers.
- Identify and address the challenges of working with customers from diverse backgrounds.

OGS-Perry E. Duryea State Office Building - Hauppauge

March 6, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_6082

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

Interpersonal Communication Continued

Customer Service Online NEW CLASS!

This class is online. You must have access to a computer and an internet connection.

This class addresses the role of customer service in the public sector. You will learn strategies and techniques for effectively handling customers when delivering outstanding service to the public.

By the end of the class, you will be able to:

· Identify good customer service.

· Select useful tips for handling difficult and angry customers.

· Develop strategies for managing stress when dealing with customers.

· Identify and address the challenges of working with customers from diverse backgrounds.

Online Course - Statewide

March 18 & 20, 2025 | 9:00 a.m. - 12:00 p.m.

SLMS Class Code: P_OE_R9_6042

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

Job Etiquette

Job etiquette refers to good manners and behavior that are essential to professional growth. This webinar will cover topics such as communication, behavior, and dress.

By the end of the webinar, you will be able to:

· Identify appropriate clothing for your workspace.

· Describe appropriate behaviors for personal and shared workspaces.

· Discuss general etiquette tips for the workplace.

Webinar - Statewide

May 20, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6072

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

Interpersonal Communication Continued

Managing Emotions in Customer Service

This webinar offers tips for incorporating emotional intelligence skills into customer service interactions.

By the end of the webinar, you will be able to:

- Identify four primary emotional intelligence skills.
- Recognize the benefits of using emotional intelligence in customer service interactions.
- Apply emotional intelligence skills to customer service scenarios.

Webinar - Statewide

May 14, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6071

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

Managing Emotions in the Workplace

Emotional intelligence is the ability to identify your own emotions and respond appropriately to the emotions of others. This webinar introduces the topic of emotional intelligence and strategies for dealing with workplace interactions.

By the end of the webinar, you will be able to:

- Identify your emotions and recognize personal triggers.
- Select strategies to manage your emotions.
- Recognize emotions in others.
- Examine how your emotions impact your behavior and interactions with others.

Webinar - Statewide

March 13, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6022

Workplace Social Skills

This class will provide you with effective skills for dealing with co-workers, supervisors, and customers.

By the end of the class, you will be able to:

•   Demonstrate appropriate workplace behaviors and how to manage emotions in different work situations.

•   Develop effective interpersonal communications in the workplace.

•   Identify how to communicate your needs appropriately while practicing effective interactions with co-workers.

•   Practice the skills needed for successful one-on-one and group meetings.

NYS & CSEA Partnership for Education and Training - Albany

March 26, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6037

Department of Financial Services - NYC

May 14, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_6083

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

Language Skills

Employees will gain the skills needed to communicate effectively in the workplace. Participants will practice pronunciation and verbal communication skills.

English for Speakers of Other Languages 1

This class is one day per week for six weeks. Attendance is required all days.

In this class, you will practice reading, writing, speaking, and listening in the English language with a focus on your role as an employee, community member, family member, and citizen. You should have a basic understanding of the English language. The first class includes a mandatory skills evaluation.

By the end of the class, you will be able to:

· Define and apply new vocabulary words.

· Identify and use community resources necessary for daily living.

· Communicate basic needs at work and in the community.

· Complete basic forms; interpret maps, schedules, simple charts, and graphs.

Harriman State Office Campus - Albany

February 26; March 5, 12, 19, 26 & April 2, 2025
Alternate snow date: April 9, 2025
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6063

Math Skills

Courses in this category provide employees with the skills required to complete assignments involving basic, intermediate, and advanced level mathematical computations.

Introduction to Data Analysis

The ability to handle data is a critical workforce skill. This class will teach you how to handle, organize, interpret, and display data.

By the end of the class, you will be able to:

- Perform basic statistical calculations.
- Identify trends and correlations in data.
- Read data in a variety of forms.
- Apply best practices in presenting data.

DOCCS Training Academy - Albany

March 19, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6036

Safety and Health

These courses and webinars develop the knowledge and skills employees need to promote a safe and healthy work environment. They focus on the Federal Occupational Safety and Health Administration (OSHA) and the NYS Public Employees Safety and Health (PESH) standards and regulations with an emphasis on the general and construction industries.

Disclaimer: Safety and Health courses and webinars provide an overview of several PESH and OSHA regulations. Information provided may constitute part of required training as mandated by PESH and/or OSHA. Unless specifically noted, the Partnership cannot guarantee that the completion of any particular course will result in full compliance with PESH and/or OSHA regulations.

Home Ergonomics

This webinar will introduce you to the concept of ergonomics and provide strategies that can help you stay safe when working from home.

By the end of this webinar, you will be able to:

• Discover the importance of ergonomics.

• Recognize factors that can contribute to injuries.

• Identify strategies for preventing injury.

Webinar - Statewide

April 24, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6077

Safety and Health Continued

Snow Removal
NEW WEBINAR!

In this webinar, you will learn about preventing injuries when removing snow and working outdoors in winter conditions.

By the end of the webinar, you will be able to:

- Identify common causes of snow removal-related injuries.
- Choose appropriate snow removal equipment.
- Recognize the signs of frostbite and cardiac distress.

Webinar - Statewide

February 26, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6016

Where There's Smoke, There's Fire

In this webinar, you will explore the basics of fire prevention.

By the end of the webinar, you will be able to:

- Discuss the basics of fire prevention.
- Identify the workplace emergency action plan.
- Select the proper fire extinguisher.

Webinar - Statewide

March 5, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6018

Trades, Operations, and Maintenance

These introductory skilled trades courses help operations and maintenance employees improve their current skills and learn new ones.

Air Conditioning and Refrigeration Advanced

This course is for employees who have some familiarity with the basic principles of air conditioning. It presents participants with the more advanced terminology and practices used in this trade.

By the end of the class, you will be able to:

- Gain knowledge about how electrical controls and metering devices are used in the field.

- Demonstrate how to analyze an air conditioning or refrigeration system using gauges and thermometers.

- Identify the benefits of efficient air conditioning and refrigeration systems.

DOCCS Training Academy - Albany

April 23 & 24, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6064

Western New York DDSO - West Seneca

May 1 & 2, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_6084

Trades, Operations, and Maintenance
Continued

Air Conditioning and Refrigeration Basics

This course helps participants gain knowledge about the basic operation, maintenance, and troubleshooting of air conditioning and refrigeration systems. Refrigerant recovery, recycling, and reclaiming will also be discussed to heighten awareness of the environmental safeguards employees need to maintain when working with these systems.

By the end of the class, you will be able to:

- Identify how basic refrigeration and air conditioning systems work.

- Acquire a basic knowledge about how to install, operate, and maintain refrigerators and air conditioners.

- Demonstrate effective safety practices for air conditioning and refrigeration systems.

Connetquot River State Park Preserve - Oakdale

April 10, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_6052

SUNY Environmental Science and Forestry - Syracuse

May 22, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_6081

Carpentry Advanced

This class is for individuals who have experience in carpentry. You will learn the advanced terminology and practices used in the carpentry trade.

By the end of the class, you will be able to:

- Identify finish materials.

- Demonstrate the safe use of carpentry hand and power tools.

- Perform construction math.

- Select and use the proper personal protective equipment.

- Hang and finish drywall.

- Apply trim.

- Install a door and associated hardware.

Letchworth State Park - Castile

March 5 & 6, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_6067

Peebles Island State Park - Waterford

March 19 & 20, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6065

Carpentry Intermediate

This class is for individuals who are familiar with the carpentry trade. You will learn how to lay out and frame a structure.

By the end of the class, you will be able to:

·   Identify framing materials.

·   Demonstrate the proper and safe use of carpentry hand and power tools.

·   Perform construction math.

·   Select and use the proper personal protective equipment.

·   Lay out and frame a structure.

·   Construct an open stringer and stairs.

Fishkill Correctional Facility - Beacon

March 12 & 13, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_6059

Electricity Advanced

This class is for individuals who are familiar with the basic principles of electricity. You will learn advanced terminology and practices used in the electrical trade.

By the end of the class, you will be able to:

·   Troubleshoot devices and circuits.

·   Use personal protective equipment to work safely with electrical systems.

·   Test electrical components and circuits.

Roberto Clemente State Park - Bronx

May 7 & 8, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_6055

Department of Environmental Conservation - Ray Brook

May 21 & 22, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6066

Trades, Operations, and Maintenance
Continued

Masonry Advanced

This class is for individuals who are familiar with basic masonry. You will learn the more advanced terminology and practices used in the masonry trade.

By the end of the class, you will be able to:

- Identify proper construction of various types of foundations.

- Recognize the installation techniques for brick arches and pavers.

Harriman State Park - Bear Mountain

May 28 & 29, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_6060

Masonry Basics

This class introduces the basics of masonry work. You will learn how to use various materials including brick, stone, plaster, and concrete.

By the end of the class, you will be able to:

- Discover the proper use of masonry materials.

- Identify types and uses of masonry tools and equipment.

- Demonstrate proper techniques for mixing mortar and laying concrete block.

Long Island State Park Region - Oyster Bay

April 23, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_6053

Sampson State Park - Romulus

May 6, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_6078

Trades, Operations, and Maintenance
Continued

Plumbing Advanced

This class is for individuals who are familiar with basic plumbing. You will learn the more advanced terminology and systems used in the plumbing trade.

By the end of the class, you will be able to:

- Discover how hot- and cold-water systems work.
- Plan and execute plumbing installation work.
- Identify types of plumbing fixtures and appliances.

Pilgrim Psychiatric Center - West Brentwood

March 4 & 5, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_6054

Roberto Clemente State Park - Bronx

April 2 & 3, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_6056

Plumbing Basics

This class introduces the basics of plumbing and pipe-fitting practices. You will learn how basic plumbing systems function.

By the end of the class, you will be able to:

- Describe the basic components of water and drainage systems.
- Identify types of pipes and their fittings.
- Discover the proper use of plumbing tools and equipment.
- Demonstrate effective troubleshooting skills on plumbing systems like toilets and faucets.

Sampson State Park - Romulus

April 30, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_6079

Trades, Operations, and Maintenance
Continued

Small Engine Repair

This class provides instruction on the maintenance and operation of small engines, such as chainsaws and lawnmowers. You will perform troubleshooting and learn how to make minor repairs.

By the end of the class, you will be able to:

- Recognize how to work safely with small gas-powered equipment, including handling fuels and tools.

- Identify the components of small gas engines.

- Explain the difference in operation of two- and four-stroke engines.

- Perform general maintenance and troubleshooting procedures.

Fishkill Correctional Facility, Beacon

February 20 & 21, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_6061

Sampson State Park - Romulus

April 15 & 16, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_6068
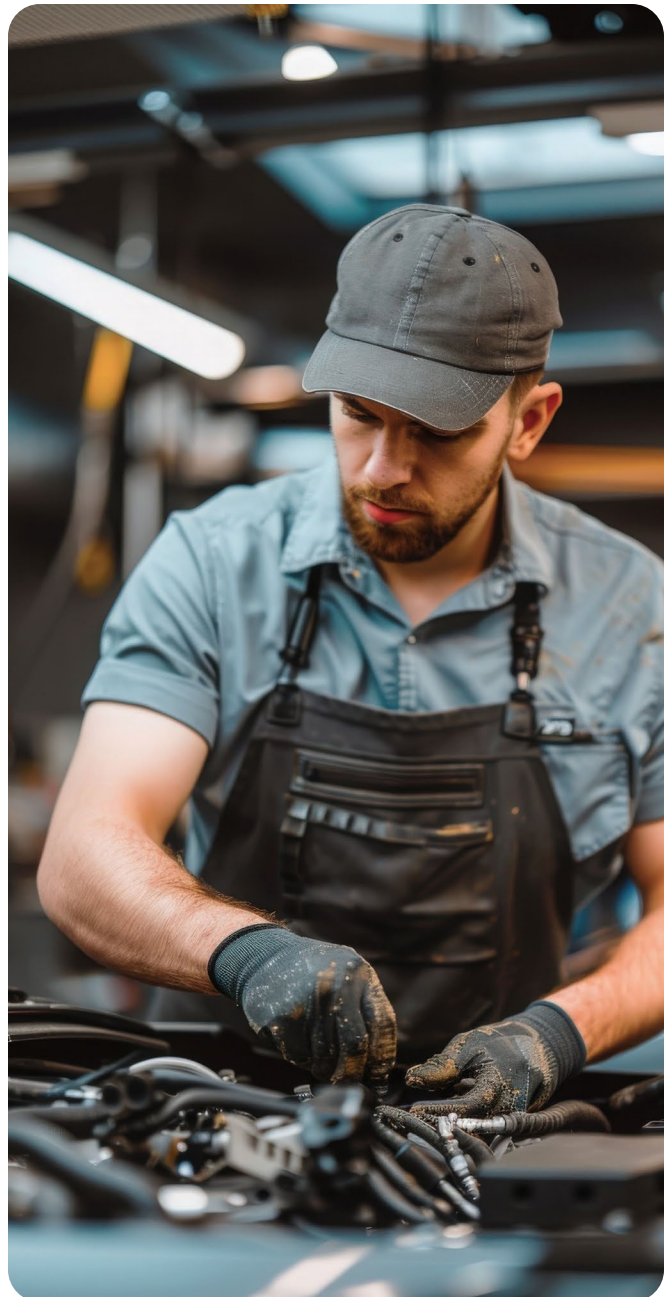
Work Management

Employees will build the skills needed to organize their work, deal effectively with the public and co-workers, and organize their thought processes to meet workplace challenges and situations.

Critical Thinking

This class will help you practice critical thinking skills so that you can use them confidently on the job.

By the end of the class, you will be able to:

• Define critical thinking.

• Identify elements of critical thinking.

• Recognize barriers to critical thinking.

• Apply the critical thinking process to work-related discussions and assignments.

• Identify when and where to use the critical thinking process.

Greene Correctional Facility - Coxsackie

March 13, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_6049

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

Work Management Continued

Effective Problem Solving

This class introduces you to practical tools to solve difficult problems.

By the end of the class, you will be able to:

- Define the problem.
- Break difficult problems into smaller parts.
- Separate the causes of a problem from other factors.
- Compare the strengths and weaknesses of solutions.
- Prepare alternative solutions.
- Develop methods for dealing with everyday problems.

Bethpage State Park - Farmingdale

April 3, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_6050

Western New York DDSO - West Seneca

May 1, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_6039

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

Introduction to Critical Thinking

This webinar introduces you to the basics of critical thinking. You will learn to assess issues from different perspectives.

By the end of the webinar, you will be able to:

- Define critical thinking.
- Recognize barriers to critical thinking and how to overcome them.
- Apply the critical thinking process.

Webinar - Statewide

March 27, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6025

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

Work Management Continued

Problem Solving - A Six Step Process

This webinar introduces you to a simple method you can apply to typical problems in the workplace.

By the end of the webinar, you will be able to:

• Define the problem and identify its root causes.

• Apply strategies to generate solutions and select the best option.

• Recognize how to implement and evaluate a plan.

Webinar - Statewide

April 29, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6046

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

Take Control of Your Time

This webinar will teach you how to manage your work assignments and effectively plan your time.

By the end of the webinar, you will be able to:

• Identify criteria for establishing priorities.

• Consider techniques and tips for planning time more effectively.

• Recognize how to handle shifting and competing priorities.

Webinar - Statewide

April 8, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6028

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

Work Management Continued

The Organized Office Worker

This class helps you organize your workload to improve efficiency and productivity in today's office environment.

By the end of the class, you will be able to:

- Explain the value of organization in the workplace.
- Compare time management techniques and organizational systems.
- Develop strategies to prioritize competing tasks.
- Identify how technology can be used to organize and manage tasks.
- Discuss tips for overcoming time wasters and procrastination.

Central New York DDSO - Rome

April 10, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_6057

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

The Organized Office Worker Online NEW CLASS!

This class is online. You must have access to a computer and an internet connection.

This class helps you organize your workload to improve efficiency and productivity in today's office environment.

By the end of the class, you will be able to:

- Explain the value of organization in the workplace.
- Compare time management techniques and organizational systems.
- Develop strategies to prioritize competing tasks.
- Identify how technology can be used to organize and manage tasks.
- Discuss tips for overcoming time wasters and procrastination.

Online Course - Statewide

April 15 & 17, 2025 | 9:00 a.m. - 12:00 p.m.

SLMS Class Code: P_OE_R9_6043

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

Writing Skills

Employees will develop a full range of written communication skills, including basic grammar and punctuation, organizing thoughts, and constructing paragraphs and simple reports. These courses are designed in a NYS context and provide practice time for skill development.

Crafting Powerful Writing: Precision and Clarity

In this webinar, you will learn how to rephrase sentences, choose clear and impactful words, and proofread effectively to enhance your writing. **A 15-minute homework assignment must be completed within 1 week to receive credit for completing the webinar.**

By the end of the webinar, you will be able to:

- Discover methods to organize your thoughts for clearer writing.

- Identify how to create clear, concise sentences.

- Choose appropriate, effective vocabulary.

- Discover methods to proofread your writing.

Webinar - Statewide
May 8, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_6040

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

Writing Skills Continued

Expanding Your Vocabulary

This webinar will provide tips and tools to expand your vocabulary and avoid common mistakes.

By the end of the webinar, you will be able to:

- Recognize the roots of words.
- Identify synonyms, antonyms, and homonyms.
- Differentiate commonly confused words.

Webinar - Statewide

March 6, 2025 | 1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_6019

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

Grammar and Punctuation Workshop

In this class, you will analyze grammar in a workshop setting. You will discuss ideas and share writing to recognize common errors in sentence structure.

By the end of the class, you will be able to:

- Define the importance of grammar and punctuation in writing.
- Read and critique various writings.
- Discuss and analyze the mechanics of writing.
- Develop the proper use of grammar and punctuation in their own writing.

Fort Montgomery Site - Fort Montgomery

April 8, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_6047

SUNY Brockport - Brockport

April 16, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_6048

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

Writing Skills Continued

Professional Email that Gets Results

This webinar will discuss strategies to help you write clear, professional messages that will get attention. **A 15-minute homework assignment must be completed within 1 week to receive credit for completing the webinar.**

By the end of the webinar, you will be able to:

- Construct subject lines to make your email standout.

- Discover how tone impacts the perception of your email.

- Determine how to write a well-organized message.

Webinar - Statewide

March 25, 2025 | 10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_6023

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

Successful Business Writing

Writing is one of the most important workplace skills to have. Business documents such as emails, memos, letters, and reports that are well-written and organized convey a professional image that is highly valued in any department or agency.

By the end of the class, you will be able to:

- Discover how to organize and present information for high impact and clarity.

- Examine ways to write clear, concise, and well-organized sentences.

- Identify common errors relating to grammar, word choice, spelling, punctuation, and composition.

- Develop proofreading and editing techniques to produce error-free documents.

Bethpage State Park - Farmingdale

May 6, 2025 | 9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_6051

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

Writing Skills Continued

Successful Business Writing Online

NEW CLASS!

This class is online. You must have access to a computer and an internet connection.

Writing is one of the most important workplace skills to have. Business documents such as emails, memos, letters, and reports that are well-written and organized convey a professional image that is highly valued in any department or agency.

By the end of the class, you will be able to:

- Discover how to organize and present information for high impact and clarity.

- Examine ways to write clear, concise, and well-organized sentences.

- Identify common errors relating to grammar, word choice, spelling, punctuation, and composition.

- Develop proofreading and editing techniques to produce error-free documents.

Online Course - Statewide
May 13 & 15, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS Class Code: P_OE_R9_6044

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

Writing Effective Reports and Evaluations

Many reports and evaluations require a unique structure and approach. This class will assist you in writing effective reports and evaluations.

By the end of the class, you will be able to:

- Determine which report or evaluation format is appropriate.

- Distinguish between facts and opinions when preparing reports and evaluations.

- Achieve clarity of expression in word choice and sentence structure.

- Recognize well-organized reports and evaluations based on specific goals.

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

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

Courses By Region

CSEA Long Island Region 1

Plumbing Advanced

Pilgrim Psychiatric Center, West Brentwood
March 4 & 5, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6054

Customer Service

OGS-Perry E. Duryea State Office Building, Hauppauge
March 6, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6082

Effective Problem Solving

Bethpage State Park, Farmingdale
April 3, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6050

Air Conditioning and Refrigeration Basics

Connetquot River State Park Preserve, Oakdale
April 10, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6052

Masonry Basics

Long Island State Park Region, Oyster Bay
April 23, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6053

Successful Business Writing

Bethpage State Park, Farmingdale
May 6, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_6051

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, NYC
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, NYC
May 14, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6083

Courses by Region

CSEA Southern Region 3

Small Engine Repair

Fishkill Correctional Facility, Beacon
February 20 & 21, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6061

Carpentry Intermediate

Fishkill Correctional Facility, Beacon
March 12 & 13, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6059

Grammar and Punctuation Workshop

Fort Montgomery Site, Fort Montgomery
April 8, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6047

Masonry Advanced

Harriman State Park, Bear Mountain
May 28 & 29, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6060

CSEA Capital Region 4

English for Speakers of Other Languages 1

Harriman State Office Campus, Albany
February 26; March 5, 12, 19, 26 & April 2, 2025
9:00 a.m. - 4:30 p.m.
Alternate snow date: April 9, 2025
SLMS CLASS CODE: P_OE_R4_6063

Critical Thinking

Greene Correctional Facility, Coxsackie
March 13, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6049

Microsoft Excel Basics

MicroKnowledge, Albany
March 13, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6033

Introduction to Data Analysis

DOCCS Training Academy, Albany
March 19, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6036

Carpentry Advanced

Peebles Island State Park, Waterford
March 19 & 20, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6065

Workplace Social Skills

NYS & CSEA Partnership for Education and
Training, Albany
March 26, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6037

Courses by Region

Aspiring Leaders

Capital District DDSO, Schenectady
April 8, 9 & 10, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6062

Building Better Work Relationships

Department of Labor, Albany
April 9, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6035

Microsoft Excel Intermediate

MicroKnowledge, Albany
April 21, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6034

Air Conditioning and Refrigeration Advanced

DOCCS Training Academy, Albany
April 23 & 24, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6064

Electricity Advanced

Department of Environmental Conservation,
Ray Brook
May 21 & 22, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6066

CSEA Central Region 5

Building Better Work Relationships

Central NY DDSO, North Syracuse
March 12, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6058

The Organized Office Worker

Central New York DDSO, Rome
April 10, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6057

Small Engine Repair

Sampson State Park, Romulus
April 15 & 16, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6068

Plumbing Basics

Sampson State Park, Romulus
April 30, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6079

Masonry Basics

Sampson State Park, Romulus
May 6, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6078

Aspiring Leaders

Central New York DDSO, Rome
May 13, 14 & 15, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6080

Air Conditioning and Refrigeration Basics

SUNY Environmental Science and Forestry, Syracuse
May 22, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R5_6081

CSEA Western Region 6

Carpentry Advanced

Letchworth State Park, Castile
March 5 & 6, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6067

Grammar and Punctuation Workshop

SUNY Brockport, Brockport
April 16, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6048

Building Better Work Relationships

Western New York DDSO, West Seneca
April 30, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6038

Effective Problem Solving

Western New York DDSO, West Seneca
May 1, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6039

Air Conditioning and Refrigeration Advanced

Western New York DDSO, West Seneca
May 1 & 2, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R6_6084

Statewide Webinars

Snow Removal

Webinar, Statewide
February 26, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6016

Protect Your Identity

Webinar, Statewide
March 4, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6017

Where There's Smoke, There's Fire

Webinar, Statewide
March 5, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6018

Expanding Your Vocabulary

Webinar, Statewide
March 6, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6019

Merit System: Examinations and Eligible Lists

Webinar, Statewide
March 12, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6021

Managing Emotions in the Workplace

Webinar, Statewide
March 13, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6022

Courses by Region

Professional Email that Gets Results

Webinar, Statewide
March 25, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6023

Get More Done with Keyboard Shortcuts

Webinar, Statewide
March 26, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6020

Best Practices for Interviews

Webinar, Statewide
March 26, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6024

Introduction to Critical Thinking

Webinar, Statewide
March 27, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6025

Communicating with Confidence

Webinar, Statewide
April 2, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6026

Preparing for a Civil Service Exam

Webinar, Statewide
April 3, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6027

Take Control of Your Time

Webinar, Statewide
April 8, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6028

Financing Your Education

Webinar, Statewide
April 9, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6029

Using the Tuition Benefits Program

Webinar, Statewide
April 10, 2025 | 1:00 p.m. - 2:30 p.m.
SLMS CLASS CODE: P_OE_R7_6074

Dealing with Stress

Webinar, Statewide
April 16, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6030

Manage Your Money

Webinar, Statewide
April 22, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6075

Better Team Skills

Webinar, Statewide
April 23, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6076

Home Ergonomics

Webinar, Statewide
April 24, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6077

Problem Solving - A Six Step Process

Webinar, Statewide
April 29, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6046

Microsoft Outlook: Organizing and Managing Your Email

Webinar, Statewide
May 6, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6069

Addressing Conflict in the Workplace

Webinar, Statewide
May 7, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6070

Crafting Powerful Writing: Precision and Clarity

Webinar, Statewide
May 8, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6040

Managing Emotions in Customer Service

Webinar, Statewide
May 14, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6071

Job Etiquette

Webinar, Statewide
May 20, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6072

Using Credit Wisely

Webinar, Statewide
May 21, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6073

Statewide Online Courses

Math Refresher 2 Online

Online, Statewide
February 25, 27; March 4, 6, 11, 13, 18, 20, 25, 27;
April 1 & 3, 2025 | 9:30 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_AEB_R9_6045

Microsoft Word Basics Online

Online, Statewide
March 6 & 7, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6041

Customer Service Online

Online, Statewide
March 18 & 20, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6042

The Organized Office Worker Online

Online, Statewide
April 15 & 17, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6043

Successful Business Writing Online

Online, Statewide
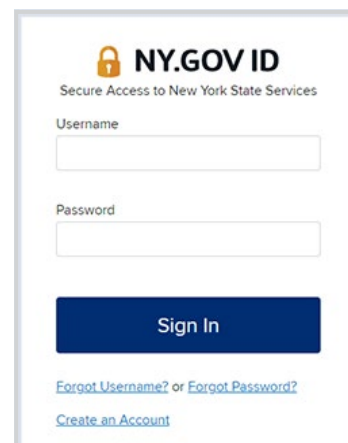May 13 & 15, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6044

Getting Started:
Enrolling in Partnership 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.
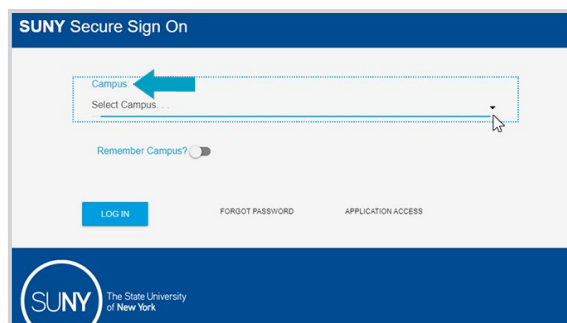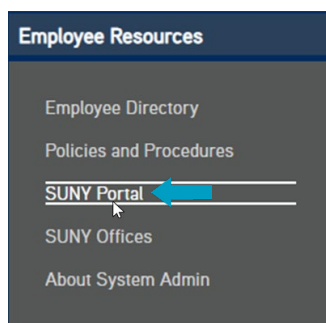
Search the SLMS Catalog

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 and select **Enter** to search.

4. A list of classes that match your search criteria will appear.
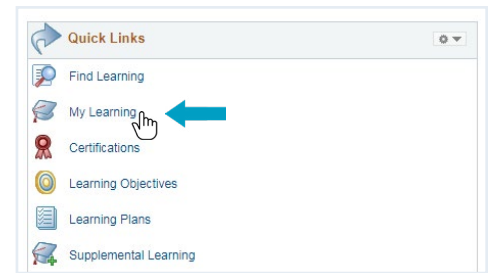
Enroll in A Partnership Class

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.
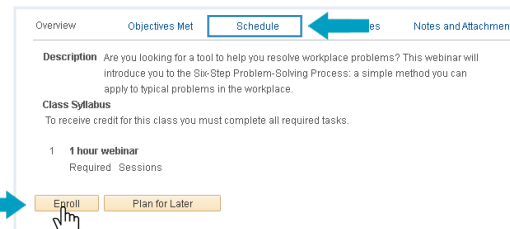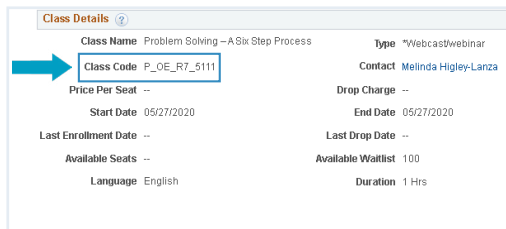
Check Your Scheduled Learning and Progress

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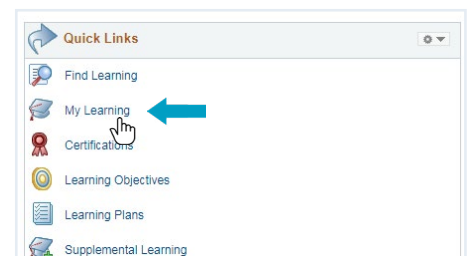
Tip: If your supervisor has approved your request to attend but your status is still Pending Approval, it is because the Partnership must now approve your request. This is done approximately two weeks before the course date.

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

Directions:
Complete the Application Form

1. Please type or print legibly and complete entire application.

2. Negotiating Unit – Employees are eligible to attend Skills for Success courses or webinars if they are:

   A CSEA-represented New York State employee in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units.

   - OR -

   A NYS employee (previously in the ASU/02) serving a probationary period in a transition title or traineeship (MC/06 or PS&T/05) supported by the Partnership may attend courses or webinars.

   - OR -

   A NYS employee in a Management/Confidential (MC/06) clerical or secretarial title, as space permits.

   - OR -

   CSEA-represented employees working in local government, school districts, state authorities, or the private sector, as space permits.

3. Specify the name of your agency or local government or private sector organization (for example, Office of Mental Health or City of Syracuse) and your facility name (for example, Rockland Psychiatric Center or Nassau County School District), if applicable.

4. Please include an email address as notifications are sent via email.

5. Applications must be signed and dated by your supervisor if the course or webinar occurs during your regular work hours. If you are using your own time, a supervisor signature is not required. If you are accepted into a course or webinar, please notify your supervisor. Do not attend the course or webinar unless you receive notification.

   NOTE: If you do not receive a notification 10 days before the course or webinar is scheduled, call the Partnership at (800) 253-4332.

6. Mail, fax, or email the completed application to:

   NYS & CSEA Partnership for Education and Training, Corporate Plaza East - Suite 502
   240 Washington Avenue Ext. Albany, NY 12203
   Fax: (518) 486-1989 or (518) 473-0056
   learning@nyscseapartnership.org

It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, color, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, or prior arrest/criminal conviction record.

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.

Search the
Skills for Success
Catalog Online

SCAN THE QR CODE

NYS & CSEA
Partnership

www.nyscseapartnership.org