NYS & CSEA Partnership

SKILLS FOR SUCCESS

Courses for CSEA-represented Employees

CSEA Capital Region 4

Administrative Assistant Traineeship Participants:

A workforce development competency icon next to a Skills for Success course signifies fulfillment of a mandatory or elective Administrative Assistant Traineeship requirement.
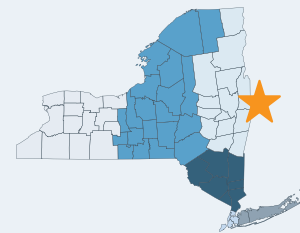
Microsoft Excel Basics 🖥️
MicroKnowledge, Albany
September 17, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6148

Focus on Pronunciation: Level 1
Capital District DDSO, Schenectady
September 24; Oct. 1, 8, 15, 22 & 29, 2025 |
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6208

The Organized Office Worker 🎖️
Greene Correctional Facility, Coxsackie
October 9, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6216

Aspiring Leaders
Saratoga Spa State Park, Saratoga Springs
October 14, 15 & 16, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6212

Blueprint Reading Fundamentals
Department of Environmental Conservation, Ray Brook
October 15 & 16, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6144

Boiler Safety Awareness
NYS & CSEA Partnership, Albany
October 15, 2025 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R4_6202

Air Conditioning and Refrigeration Basics
DMNA - Camp Smith, Cortland Manor
October 15, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6210

Microsoft Word Basics 🖥️
MicroKnowledge, Albany
October 23, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6150

Microsoft Excel Intermediate 🖥️
MicroKnowledge, Albany
November 4, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6149

English for Speakers of Other Languages 2
Harriman State Office Campus, Albany
November 5, 12, 19; Dec. 3, 10 & 17 |
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6145

Effective De-Escalation Skills **NEW!**
NYS & CSEA Partnership, Albany
November 18, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6207

Plumbing Basics
Peebles Island State Park, Waterford
November 19, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6143

Effective Problem Solving 🎖️
Capital District DDSO, Schenectady
November 26, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6203

Microsoft Word Intermediate 🖥️
MicroKnowledge, Albany
December 4, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6151

Small Engine Repair
Department of Labor, Albany
December 16 & 17, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_6142

Spring 2025 Courses Enroll Now!

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

Scan the QR code to search the entire course catalog online.

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 (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.