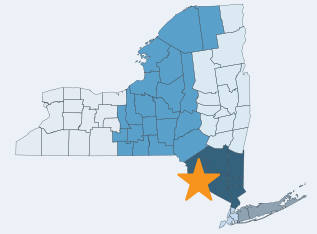


# SKILLS FOR SUCCESS

Free Courses for CSEA-represented Employees



CSEA Southern  
Region 3



## Blueprint Reading Fundamentals

Eleanor Roosevelt State Office Building, Poughkeepsie  
September 4 & 5, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R3\_5938



## Carpentry Basics

Fishkill Correctional Facility, Beacon  
September 25, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R3\_5939



## OSHA 10-Hour General Industry

Fort Montgomery State Historic Site, Fort Montgomery  
October 16 & 17, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R3\_5963



## Practical Skills for Resolving Conflict

Department of Labor, White Plains  
October 24, 2024 | 9:00 a.m. - 12:45 p.m.  
SLMS CLASS CODE: P\_OE\_R3\_5943



## Building Better Work Relationships

Hudson Valley DDSO, Thiells  
November 6, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R3\_5937



## Successful Business Writing

Eleanor Roosevelt State Office Building, Poughkeepsie  
November 21, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R3\_5944



## Masonry Basics

Harriman State Park, Bear Mountain  
December 10, 2024 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R3\_5970

## Workforce Development Competencies Key



Computer Skills and  
Technology



Critical Thinking,  
Problem-Solving, and Math



Interpersonal and Customer  
Relations



Professionalism  
and Self-Management



Trades, Safety, and Risk  
Management



Verbal and  
Written Communication

## Fall 2024 Courses Enroll Now!

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

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



### APPLICANT INFORMATION

Please print or type.

<b>Name</b>	<b>Signature</b>
-------------	------------------

**New York State Government Employees**, please provide your employee identification number (NYS EMPLID is 9 characters long, begins with "N," and can be found on your paystub, located to the left of "Pay Rate").

**NYS Employee Identification Number or ID number:** N \_\_\_\_\_

**Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees**, please provide your CSEA ID (the CSEA ID is 10 characters long and can be found on your CSEA membership ID card).

**CSEA ID:** \_\_\_\_\_

<p><b>Negotiating Unit</b>  <b>New York State Government Employees (select one):</b></p> <ul style="list-style-type: none"> <li><b>02</b> = Administrative Services Unit (ASU)</li> <li><b>03</b> = Operational Services Unit (OSU)</li> <li><b>04</b> = Institutional Services Unit (ISU)</li> <li><b>05</b> = Professional, Scientific &amp; Technical (PS&amp;T)*</li> <li><b>06</b> = Management/Confidential (M/C)*</li> <li><b>47</b> = Division of Military &amp; Naval Affairs (DMNA)</li> </ul> <p>Other _____</p> <p>* As space permits.</p> <p><b>Non-state CSEA-represented Employee</b> – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here <input type="checkbox"/></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Current Job Title</b></td> <td style="width: 50%;"><b>Grade</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"><b>Name of Agency or Organization</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"><b>Facility</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"><b>Day Phone</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"><b>Email Address (Must provide at least one)</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Home:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Work:</td> </tr> </table>	<b>Current Job Title</b>	<b>Grade</b>	<b>Name of Agency or Organization</b>		<b>Facility</b>		<b>Day Phone</b>		<b>Email Address (Must provide at least one)</b>		Home:		Work:	
<b>Current Job Title</b>	<b>Grade</b>														
<b>Name of Agency or Organization</b>															
<b>Facility</b>															
<b>Day Phone</b>															
<b>Email Address (Must provide at least one)</b>															
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](mailto: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.