



Fall 2023

SKILLS FOR SUCCESS

CSEA Metropolitan Region 2

Free Courses for CSEA-represented Employees



Carpentry Basics

Riverbank State Park - New York
September 12, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R2_5645



Building Better Work Relationships

CSEA Metropolitan Region Office - New York
November 2, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R2_5670



Masonry Basics

Riverbank State Park - New York
October 5, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R2_5703



Critical Thinking

Kingsboro Psychiatric Center - Brooklyn
November 8, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R2_5669



The Organized Office Worker

Shirley A. Chisholm State Office Building - Brooklyn
October 27, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R2_5674



Successful Business Writing

CSEA Metropolitan Region Office - New York
November 21, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R2_5675



Focus on Pronunciation: Level 1

CSEA Metropolitan Region Office - New York
November 1, 8, 15, 22, 29 & December 6, 2023
9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R2_5659



Writing Effective Reports and Evaluations

Department of Financial Services - New York
November 30, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R2_5676

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



REGISTER NOW!

Enroll through the Statewide Learning Management System (SLMS) or by using the Skills For Success application form.

APPLICANT INFORMATION

Please print or type.

Name	Signature
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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>Negotiating Unit New York State Government Employees (circle one):</p> <p> 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) </p> <p>Other _____</p> <p>* As space permits.</p> <p>Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here <input type="checkbox"/></p>	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.