



Fall 2023

# SKILLS FOR SUCCESS

## CSEA Southern Region 3

Free Courses for CSEA-represented Employees



### Writing and Editing Skills for Supervisors

Sterling Forest State Park - Tuxedo  
September 7, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R3\_5679



### Grammar and Punctuation Workshop

Eleanor Roosevelt State Office Building - Poughkeepsie  
November 14, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R3\_5678



### Blueprint Reading Fundamentals

DMNA - Camp Smith - Cortland Manor  
September 27 & 28, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R3\_5700



### Practical Skills for Resolving Conflict

SUNY New Paltz - New Paltz  
November 16, 2023 | 9:00 a.m. - 12:00 p.m.  
SLMS Class Code: P\_OE\_R3\_5677



### Electricity Basics

Eleanor Roosevelt State Office Building - Poughkeepsie  
October 5, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R3\_5635

## 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.

<b>Name</b>	<b>Signature</b>
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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><b>Negotiating Unit</b>  <b>New York State Government Employees (circle one):</b></p> <p> <b>02</b> = Administrative Services Unit (ASU)  <b>03</b> = Operational Services Unit (OSU)  <b>04</b> = Institutional Services Unit (ISU)  <b>05</b> = Professional, Scientific &amp; Technical (PS&amp;T)*  <b>06</b> = Management/Confidential (M/C)*  <b>47</b> = Division of Military &amp; Naval Affairs (DMNA)                 </p> <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>	<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.