



Fall 2023

SKILLS FOR SUCCESS

CSEA Capital Region 4

Free Courses for CSEA-represented Employees



Feedback: Making it Effective

Office of General Services - Albany
September 12, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5681



Enhance Your Skills: Reading, Writing, and Math Basics

NYS & CSEA Partnership - Albany
September 19, 26; October 3, 10, 17, 24, 31; November 7,
14, 21, 28; December 5, 12, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5698



Electricity Advanced

Department of Environmental Conservation - Ray Brook
September 13 & 14, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5636



Masonry Advanced

Grafton Lakes State Park - Cropseyville
September 19 & 20, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5662



Effective Problem Solving

NYS & CSEA Partnership - Albany
September 14, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5705



Focus on Pronunciation: Level 1

Harriman State Office Campus - Albany
September 20, 27; October 4, 11, 18, 25, 2023
9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5646



Carpentry Intermediate

Saratoga Spa State Park - Saratoga Springs
September 19 & 20, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5661



Writing and Editing Skills for Supervisors

Office of General Services - Albany
September 21, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5685



Microsoft PowerPoint Basics

DOCCS Training Academy - Albany
September 28, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5731



Successful Business Writing

Department of Labor - Albany
October 18, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5684



Critical Thinking

DOCCS Training Academy - Albany
October 3, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5683



Boiler Safety Awareness

Department of Labor - Albany
November 3, 2023 | 8:00 a.m. - 11:30 a.m.
SLMS Class Code: P_OE_R4_5648



Microsoft Excel Intermediate

DOCCS Training Academy - Albany
October 3, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5732



Customer Service

Office of General Services - Albany
November 7, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5680



Introduction to Accounting

Harriman State Office Campus - Albany
October 5, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5682



Computer Ergonomics Assessor Training

Harriman State Office Campus - Albany
November 8, 2023 | 9:00 a.m. - 12:30 p.m.
SLMS Class Code: P_OE_R4_5647



Small Engine Basics

Grafton Lakes State Park - Cropseyville
October 10 & 11, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5663



Practical Skills for Resolving Conflict

NYS & CSEA Partnership - Albany
December 6, 2023 | 9:00 a.m. - 12:00 p.m.
SLMS Class Code: P_OE_R4_5704



Writing Successful Email

Harriman State Office Campus - Albany
October 10, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5686



Microsoft Word Intermediate

DOCCS Training Academy - Albany
December 7, 2023 | 9:00 a.m. - 4:30 p.m.
SLMS Class Code: P_OE_R4_5733

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



SKILLS FOR SUCCESS

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
-------------	------------------

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>	<table border="1" style="width:100%"> <tr> <td style="width:60%">Current Job Title</td> <td style="width:40%">Grade</td> </tr> <tr> <td colspan="2">Name of Agency or Organization</td> </tr> <tr> <td colspan="2">Facility</td> </tr> <tr> <td colspan="2">Day Phone</td> </tr> <tr> <td colspan="2">Email Address (Must provide at least one)</td> </tr> <tr> <td colspan="2">Home:</td> </tr> <tr> <td colspan="2">Work:</td> </tr> </table>	Current Job Title	Grade	Name of Agency or Organization		Facility		Day Phone		Email Address (Must provide at least one)		Home:		Work:	
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.