



Fall 2023

# SKILLS FOR SUCCESS

## CSEA Western Region 6

Free Courses for CSEA-represented Employees



### Blueprint Reading Fundamentals

Western New York DDSO - West Seneca  
September 12 & 13, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R6\_5649



### Microsoft PowerPoint Basics

Western New York DDSO - West Seneca  
November 2, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R6\_5694



### Grammar and Punctuation Workshop

Department of Transportation - Rochester  
September 19, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R6\_5697



### Microsoft Excel Intermediate

Western New York DDSO - West Seneca  
November 8, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R6\_5671



### Plumbing Advanced

Western New York DDSO - West Seneca  
October 10 & 11, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R6\_5666



### Critical Thinking

SUNY Fredonia - Fredonia  
November 9, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R6\_5695



### Carpentry Basics

Letchworth State Park - Castile  
October 17, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R6\_5665



### Effective Problem Solving

SUNY Buffalo - Buffalo  
December 7, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R6\_5696



### Microsoft Excel Basics

Western New York DDSO - West Seneca  
October 26, 2023 | 9:00 a.m. - 4:30 p.m.  
SLMS Class Code: P\_OE\_R6\_5693

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