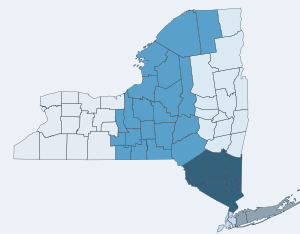


SKILLS FOR SUCCESS

Courses for CSEA-represented Employees



Statewide
Webinars & Online Courses

WEBINARS

Preparing for a Civil Service Exam

February 24, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6318

Working Safely in Areas Affected by the Emerald Ash Beetle

February 25, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6319

Avoiding Common Punctuation and Grammar Mistakes

March 3, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6320

Managing Stress in Customer Service

March 3, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6321

Better Team Skills

March 4, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6322

Preventing Slips, Trips, and Falls for the Outdoor Worker

March 5, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6323

Influencing Without Authority

March 10, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6324

Introduction to Critical Thinking

March 11, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6325

Microsoft Teams

March 4, 2026 | 2:00 p.m. - 3:00 p.m.
SLMS CLASS CODE: P_OE_R7_6326

Microsoft Outlook: Managing Contacts and Tasks

March 18, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6327

Microsoft Outlook: Working with Calendars

March 24, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6328

Dealing with Stress

March 26, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6329

The Foundations of Good Writing

March 31, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6330

Organizing Your Workspace for Increased Productivity

April 1, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6331

Internet Research Skills

April 2, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6332

Best Practices for Resumes and Cover Letters

April 7, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6333

Microsoft Outlook: Organizing and Managing Your Email

April 8, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6334

Communicating with Confidence

April 9, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6335

Developing Your Emotional Intelligence

April 14, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6336

Merit System: Transfers

April 15, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6337

How to Navigate Conflict Effectively

April 21, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6338

Crafting Powerful Writing: Precision and Clarity

April 29, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6339

Problem Solving - A Six Step Process

May 6, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6340

Professional Email that Gets Results

May 13, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6341

Professionalism in the Digital Age

May 19, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6342

Study Skills to Build Success

May 21, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6343

De-Escalation Basics

June 3, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6344

Working Safely in Areas Affected by the Emerald Ash Beetle

July 1, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6346

Best Practices for Interviews

July 7, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6347

Essentials of Report Writing

July 8, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6349

Career Options Within NYS Government Using GOT-IT

July 9, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6350

Expanding Your Vocabulary

July 14, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6351

Get More Done with Keyboard Shortcuts

July 15, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6352

Job Etiquette

July 16, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6353

Know Your Credit Report

July 21, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6354

Microsoft Outlook: Organizing and Managing Your Email

July 22, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6355

Protect Your Identity

July 23, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6356

Take Control of Your Time

July 28, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6357

The Foundations of Good Writing

July 29, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6358

Microsoft Teams

July 30, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6359

ONLINE COURSES

Effective Reading Skills 1 (Online)

February 26, 27; March 5, 6, 12, 13, 19,
20, 26, 27; April 2 & 3, 2026
9:00 a.m. - 11:30 a.m.
SLMS CLASS CODE: P_AEB_R9_6378

Customer Service (Online)

March 18 & 19, 2026
9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6360

Microsoft Word Basics (Online)

April 1 & 2, 2026 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6365

Microsoft Excel Basics (Online)

April 7 & 10, 2026 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6364

Microsoft Excel Basics (Online)

April 21 & 22, 2026 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6366

Microsoft Excel Intermediate (Online)

May 5 & 7, 2026
9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6368

Microsoft Word Intermediate (Online)

May 12 & 14, 2026
9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6361

Successful Business Writing (Online)

May 27 & 28, 2026
9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6367

Microsoft Word Basics (Online)

July 7 & 9, 2026 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6370

Customer Service (Online)

July 28 & 30, 2026 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6369

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: _____

Negotiating Unit New York State Government Employees (select one): 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) Other _____ * As space permits.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Current Job Title</td> <td style="width: 40%;">Grade</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Name of Agency or Organization</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Facility</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Day Phone</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Email Address (Must provide at least one)</td> </tr> <tr> <td colspan="2" style="padding: 5px 5px 0 5px;">Home:</td> </tr> <tr> <td colspan="2" style="padding: 5px 5px 0 5px;">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:															

Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here _____.

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.