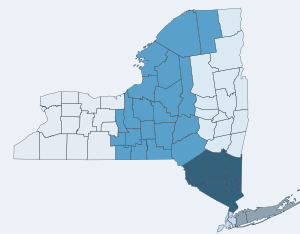## NYS & CSEA Partnership

SKILLS FOR SUCCESS

Courses for CSEA-represented Employees

**Statewide
Webinars | Online Courses**

Addressing Conflict in the Workplace 💬
Webinar
September 4, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6168

Best Practices for Resumes and Cover Letters
Webinar
September 9, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6158

Microsoft Outlook: Working with Calendars 🖥️
Webinar
September 10, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6157

Communicating with Confidence 📚
Webinar
September 11, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6169

Preventing Slips, Trips, and Falls for the Outdoor Worker
Webinar
September 17, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6178

Expanding Your Vocabulary 📚
Webinar
September 25, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6185

Microsoft Excel Basics Online **NEW!** 🖥️
Online Course
September 25 & 26, 2025 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6194

Dealing with Stress
Webinar
September 30, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6160

The Organized Office Worker Online **NEW!** 🏅
Online Course
September 30 & October 1, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6199

Administrative Assistant Traineeship Participants:

A workforce development competency icon next to a Skills for Success course signifies fulfillment of a mandatory or elective Administrative Assistant Traineeship requirement.

**Microsoft Outlook:
Organizing and Managing Your Email** 🖥️
Webinar
October 7, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6156

De-Escalation Basics **NEW!**
Webinar
October 8, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6176

The Foundations of Good Writing 📚
Webinar
October 14, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6187

Microsoft Word Intermediate Online **NEW!** 🖥️
Online Course
October 14 & 16, 2025 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6201

Snow Removal Safety **NEW!**
Webinar
October 15, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6180

Introduction to Critical Thinking 🏅
Webinar
October 16, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6181

Know Your Credit Report **NEW!**
Webinar
October 21, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6161

Career Options Within NYS Government Using GOT-IT
Webinar
October 22, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6159

Influencing Without Authority 💬
Webinar
October 23, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6171

Microsoft Excel Basics Online NEW! 🖥
Online Course
October 29 & 31, 2025 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6195

Crafting Powerful Writing: Precision and Clarity 📚
Webinar
November 5, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6183

Microsoft Outlook: Managing Contacts and Tasks 🖥
Webinar
November 6, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6155

Home Ergonomics
Webinar
November 12, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6177

Manage Your Money
Webinar
November 18, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6162

Microsoft Word Intermediate Online NEW! 🖥
Online Course
November 18 & 19, 2025 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6197

Successful Business Writing Online NEW! 📚
Online Course
November 18 & 20, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6200

Merit System: Examinations and Eligible Lists
Webinar
November 19, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6163

Financing Your Education
Webinar
November 20, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6243

Managing Emotions in Customer Service 💬
Webinar
December 2, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6174

Microsoft Word Basics Online NEW! 🖥
Online Course
December 2 & 4, 2025 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6196

Get More Done with Keyboard Shortcuts
Webinar
December 3, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6154

Professional Email that Gets Results 📚
Webinar
December 4, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6186

Situational Awareness
Webinar
December 9, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6179

Customer Service Online NEW! 💬
Online Course
December 9 & 11, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6198

Job Etiquette 💬
Webinar
December 10, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6173

Essentials of Report Writing 📚
Webinar
December 16, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6184

Protect Your Identity
Webinar
December 17, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6164

Take Control of Your Time 🏅
Webinar
December 18, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6182

Spring 2025 Courses
Enroll Now!

Enroll through the Statewide Learning Management System (SLMS) or by using the application on the back.

Scan the QR code to search the entire course catalog online, including our online courses and webinars - available statewide.

NYS & CSEA Partnership

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: ____ ____ ____ ____ ____ ____ ____ ____ ____ ____

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.

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

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.