NYS & CSEA Partnership

SKILLS FOR SUCCESS

Free Courses for CSEA-represented Employees
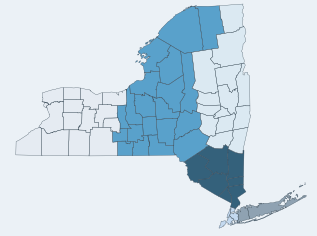
Math Refresher 2 Online
Online, Statewide
February 25, 27; March 4, 6, 11, 13, 18, 20, 25, 27;
April 1 & 3, 2025 | 9:30 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_AEB_R9_6045

Snow Removal NEW!
Webinar, Statewide
February 26, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6016

Protect Your Identity
Webinar, Statewide
March 4, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6017

Where There's Smoke, There's Fire
Webinar, Statewide
March 5, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6018

Expanding Your Vocabulary
Webinar, Statewide
March 6, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6019

Microsoft Word Basics Online NEW!
Online, Statewide
March 6 & 7, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6041

Merit System: Examinations and Eligible Lists
Webinar, Statewide
March 12, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6021

Managing Emotions in the Workplace
Webinar, Statewide
March 13, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6022

Customer Service Online NEW!
Online, Statewide
March 18 & 20, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6042

Professional Email that Gets Results
Webinar, Statewide
March 25, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6023

Get More Done with Keyboard Shortcuts
Webinar, Statewide
March 26, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6020

Best Practices for Interviews
Webinar, Statewide
March 26, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6024

Introduction to Critical Thinking
Webinar, Statewide
March 27, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6025

Communicating with Confidence
Webinar, Statewide
April 2, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6026

Preparing for a Civil Service Exam
Webinar, Statewide
April 3, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6027

Take Control of Your Time
Webinar, Statewide
April 8, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6028

Financing Your Education
Webinar, Statewide
April 9, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6029

Using the Tuition Benefits Program
Webinar, Statewide
April 10, 2025 | 1:00 p.m. - 2:30 p.m.
SLMS CLASS CODE: P_OE_R7_6074

The Organized Office Worker Online **NEW!**
Online, Statewide
April 15 & 17, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6043

Dealing with Stress
Webinar, Statewide
April 16, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6030

Manage Your Money
Webinar, Statewide
April 22, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6075

Better Team Skills
Webinar, Statewide
April 23, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6076

Home Ergonomics
Webinar, Statewide
April 24, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6077

Problem Solving - A Six Step Process
Webinar, Statewide
April 29, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6046

Microsoft Outlook: Organizing and Managing Your Email
Webinar, Statewide
May 6, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6069

Addressing Conflict in the Workplace
Webinar, Statewide
May 7, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6070

Crafting Powerful Writing: Precision and Clarity
Webinar, Statewide
May 8, 2025 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6040

Successful Business Writing Online **NEW!**
Online, Statewide
May 13 & 15, 2025 | 9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6044

Managing Emotions in Customer Service
Webinar, Statewide
May 14, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6071

Job Etiquette
Webinar, Statewide
May 20, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6072

Using Credit Wisely
Webinar, Statewide
May 21, 2025 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6073

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.

(800) 253-4332
www.nyscseapartnership.org
learning@nyscseapartnership.org

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
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

NOTE: Course registration deadlines are approximately two weeks before the first day of the class.