



Fall 2023

SKILLS FOR SUCCESS Statewide (Webinars)

Free Courses for CSEA-represented Employees



Avoiding Common Punctuation and Grammar Mistakes

September 6, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5726



Microsoft Outlook: Working with Calendars

September 26, 2023 | 3:00 p.m. - 4:00 p.m.
SLMS Class Code: P_OE_R7_5711



World Trade Center Health Programs Overview

September 12, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5722



Problem Solving - A Six Step Process

September 27, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5724



Emotional Intelligence in Customer Relations

September 14, 2023 | 7:00 a.m. - 8:00 a.m.
SLMS Class Code: P_OE_R7_5720



Best Practices for Resumes and Cover Letters

October 3, 2023 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_5716



Microsoft Teams Basics

September 18, 2023 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_5714



Professional Email that Gets Results

October 5, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5728



The Foundations of Good Writing

September 19, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5729



Job Etiquette

October 11, 2023 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_5721



Preparing for a Civil Service Exam

October 18, 2023 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_5718



Microsoft Outlook: Organizing and Managing Your Email

November 28, 2023 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_5710



Better Team Skills

October 24, 2023 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_5719



Financing Your Education

November 29, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5717



Best Practices for Interviews

October 31, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5730



Get More Done with Keyboard Shortcuts

December 5, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5707



Understanding Today's Computer

November 2, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5715



Designing Dynamic Presentations

December 6, 2023 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_5706



Microsoft Outlook: Managing Contacts and Tasks

November 14, 2023 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_5708



Introduction to Critical Thinking

December 7, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5723



Take Control of Your Time

November 15, 2023 | 10:00 a.m. - 11:00 a.m.
SLMS Class Code: P_OE_R7_5725



Crafting Powerful Writing: Precision and Clarity

December 12, 2023 | 1:00 p.m. - 2:00 p.m.
SLMS Class Code: P_OE_R7_5727

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



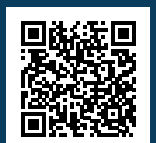
Verbal and Written
Communication

NYS & CSEA
Partnership

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
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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>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>	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.