

Worksite Training Requests

Steps for Management Representatives and CSEA Leaders to Request a Course

Step 1.

Jointly assess the workforce development and training needs of the agency/facility and its CSEA-represented NYS employees.

Step 2.

Determine if there is an existing Partnership course or service that meets the needs of the targeted audience. If the topic of interest is not listed, contact the Partnership to discuss the particular agency or workforce needs.

Step 3.

Submit a joint [Worksite Training Application](#) to the Partnership, signed by appropriate CSEA and management representatives.



NYS & CSEA
Partnership

Courses & Webinars

AT-A-GLANCE

Adult Education Basics

- Effective Reading Skills 1
- Effective Reading Skills 1 (Online)
- Effective Reading Skills 2
- Effective Reading Skills 2 (Online)
- Enhance Your Skills: Reading, Writing, and Math Basics
- Essentials of Writing
- Math Refresher 1
- Math Refresher 1 (Online)
- Math Refresher 2
- Math Refresher 2 (Online)

Computer Skills

- Computer Basics
- Designing Dynamic Presentations
- Get More Done with Keyboard Shortcuts
- Internet Research Skills
- Microsoft Excel Basics
- Microsoft Excel Intermediate
- Microsoft Outlook: Managing Contacts and Tasks
- Microsoft Outlook: Organizing and Managing Your Email
- Microsoft Outlook: Working with Calendars
- Microsoft PowerPoint Basics
- Microsoft Teams Basics
- Microsoft Word Basics
- Microsoft Word Basics (Online)
- Microsoft Word Intermediate
- Understanding Today's Computer

Individual Development

- Aspiring Leaders
- Best Practices for Interviews
- Best Practices for Resumes and Cover Letters
- Career Options Within NYS Government Using GOT-IT
- Dealing with Stress
- Exploring a Career in Nursing
- Financing Your Education
- Manage Your Money
- Merit System: Examinations and Eligible Lists
- Merit System: Transfers
- Preparing for a Civil Service Exam
- Protect Your Identity
- Study Skills to Build Success
- Using Credit Wisely
- Using the Tuition Benefits Program

Interpersonal Communication

- Addressing Conflict in Customer Relations
- Addressing Conflict in the Workplace
- Better Team Skills
- Building Better Work Relationships
- Communicating with Confidence
- Customer Service
- Dealing with Difficult Behaviors
- Emotional Intelligence in Customer Relations
- Feedback: Making it Effective
- Influencing without Authority
- Job Etiquette
- Keep Your Cool: Ways to Protect Your Professional Reputation
- Managing Emotions in the Workplace
- Managing Stress in Customer Relations
- Practical Skills for Resolving Conflict
- Professionalism in the Digital Age
- Workplace Social Skills

Labor-Management Services

- Education and Training: A Labor-Management Approach
- Marketing Your Labor-Management Committee
- The Fundamentals of Labor-Management Committees
- The Labor-Management Committee Process

Language Skills

- Building Skills with English for Speakers of Other Languages
- Focus on Pronunciation: Level 1
- Focus on Pronunciation: Level 2
- Getting Started with English for Speakers of Other Languages

Math Skills

- Introduction to Accounting
- Introduction to Data Analysis

Safety and Health

- Asbestos Awareness
- Back Injury Prevention
- Boiler Safety Awareness
- Chainsaw Safety Awareness
- Chainsaw Safety Awareness (Online)
- Computer Ergonomics Assessor Training
- Control of Hazardous Energy (Lockout/Tagout)
- Fall Protection Awareness
- Forklift Operator Safety Awareness
- Home Ergonomics
- OSHA 10-Hour General Industry

- Preventing Slips, Trips, and Falls
- Preventing Slips, Trips, and Falls for the Outdoor Worker
- Situational Awareness
- Where There's Smoke, There's Fire
- World Trade Center Health Programs Overview

Trades, Operations, and Maintenance

- Air Conditioning and Refrigeration Advanced
- Air Conditioning and Refrigeration Basics
- Air Conditioning and Refrigeration: EPA Section 608 Certification
- Blueprint Reading Fundamentals
- Blueprint Reading Fundamentals (Online)
- Carpentry Advanced
- Carpentry Basics
- Carpentry Intermediate
- Electricity Advanced
- Electricity Basics
- Energy Conservation: Alternative Technologies and Sustainability
- Masonry Advanced
- Masonry Basics
- Plumbing Advanced
- Plumbing Basics
- Small Engine Repair

Work Management

- Critical Thinking
- Effective Problem Solving
- Introduction to Critical Thinking
- Organizing Your Workspace for Increased Productivity
- Problem Solving: A Six Step Process
- Take Control of Your Time
- The Organized Office Worker
- Thriving in the Changing Workplace

Writing Skills

- Avoiding Common Punctuation and Grammar Mistakes
- Crafting Powerful Writing: Precision and Clarity
- Essentials of Report Writing
- Expanding Your Vocabulary
- Grammar and Punctuation Workshop
- Level Up Your Writing
- Professional Email That Gets Results
- Successful Business Writing
- The Foundations of Good Writing
- Writing and Editing Skills for Supervisors
- Writing Effective Reports and Evaluations
- Writing Successful Email

WORKSITE TRAINING APPLICATION

To request training at your agency or facility, complete this application and mail, fax, or email (listed above) to the NYS & CSEA Partnership. If requesting multiple classes, please submit an application form for each.

This application can be filled out by hand or electronically. If filling it out electronically, left-click on the fields to be completed and type your text. Once completed, print the application and obtain the required signatures. You can save a digital copy on your computer or print out an extra copy for your records.

1

Agency Name: _____

Facility Name (if applicable): _____

Exact Number of CSEA-represented NYS employees targeted to participate: _____

Titles or general positions of targeted employees: _____

If applying for Safety and Health training ONLY, how many participants from other bargaining units? _____

2

Course name you are requesting: _____

Describe why you see a need for this training:

Explain how you expect this training to benefit both employees and the worksite:

Describe the labor-management process you followed to select participants:

Proposed training site location and full address

Agency: _____ Facility: _____

Building: _____ Room: _____

Address: _____

City/NY/Zip: _____

Preferred training date(s) and time(s) (at least eight weeks after submission of application):**First Choice** Date(s): _____ Start & End Times: _____**Second Choice** Date(s): _____ Start & End Times: _____

Provide name of site contact for this course responsible for making all arrangements (confirming course content with participants, scheduling training space, receiving materials, preparing course roster, meeting instructor at start of training):

Name: _____ Title: _____

Address: _____

City/NY/Zip: _____

Email: _____ Phone: _____

Labor-Management Contact Information

By submitting this application, the management representative and CSEA local president certify all information contained in this application is accurate and complete. The assessment and development of this training request has been a joint collaboration and the management representative and CSEA local president will be involved in all aspects of course arrangement and delivery.

CSEA Local President

Name: _____ Title: _____

Agency: _____ Facility: _____

Address: _____ City/NY/Zip: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Management Representative (personnel director, training director, facility director, or equivalent)

Name: _____ Title: _____

Agency: _____ Facility: _____

Address: _____ City/NY/Zip: _____

Email: _____ Phone: _____

Signature: _____ Date: _____