

# 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**

# Partnership Classes At-A-Glance

CLASS TYPE KEY: **W** - Webinar **O** - Online Courses **★** - New / Revised

Adult Education Basics		Trades, Operations, and Maintenance
<ul style="list-style-type: none"> <li><b>O</b> - Effective Reading Skills 1</li> <li><b>O</b> - Effective Reading Skills 2</li> <li><b>O</b> - Math Refresher 1</li> <li><b>O</b> - Math Refresher 2</li> </ul>	<ul style="list-style-type: none"> <li>Customer Service</li> <li><b>W</b> - Influencing Without Authority <b>★</b></li> <li><b>W</b> - Job Etiquette</li> <li><b>W</b> - Managing Emotions in Customer Service</li> <li><b>W</b> - Managing Emotions in the Workplace <b>★</b></li> <li><b>W</b> - Managing Stress in Customer Service <b>★</b></li> <li><b>W</b> - Professionalism in the Digital Age</li> <li>Workplace Social Skills</li> </ul>	<ul style="list-style-type: none"> <li>Air Conditioning and Refrigeration Advanced</li> <li>Air Conditioning and Refrigeration Basics <b>★</b></li> <li>Air Conditioning and Refrigeration: EPA Section 608 Certification</li> <li>Blueprint Reading Fundamentals</li> <li>Carpentry Advanced <b>★</b></li> <li>Carpentry Basics</li> <li>Carpentry Intermediate</li> <li>Electricity Advanced</li> <li>Electricity Basics</li> <li>Energy Conservation: Alternative Technologies and Sustainability <b>★</b></li> <li>Masonry Advanced</li> <li>Masonry Basics</li> <li>Plumbing Advanced</li> <li>Plumbing Basics</li> <li>Small Engine Repair <b>★</b></li> </ul>
Computer Skills	Labor-Management Services	Work Management
<ul style="list-style-type: none"> <li><b>W</b> - Get More Done with Keyboard Shortcuts</li> <li><b>W</b> - Internet Research Skills <ul style="list-style-type: none"> <li>Microsoft Excel Basics</li> <li>Microsoft Excel Intermediate</li> </ul> </li> <li><b>W</b> - Microsoft Outlook: Managing Contacts and Tasks</li> <li><b>W</b> - Microsoft Outlook: Organizing and Managing Your Email</li> <li><b>W</b> - Microsoft Outlook: Working with Calendars</li> <li><b>W</b> - Microsoft Teams <ul style="list-style-type: none"> <li>Microsoft Word Basics</li> </ul> </li> <li><b>O</b> - Microsoft Word Basics <b>★</b></li> <li>Microsoft Word Intermediate <b>★</b></li> </ul>	<ul style="list-style-type: none"> <li>Education and Training: A Labor-Management Approach</li> <li>Marketing Your Labor-Management Committee</li> <li><b>W</b> - The Fundamentals of Labor-Management Committees</li> <li>The Labor-Management Committee Process</li> </ul>	<ul style="list-style-type: none"> <li>Critical Thinking</li> <li>Effective Problem Solving</li> <li><b>W</b> - Introduction to Critical Thinking</li> <li><b>W</b> - Organizing Your Workspace for Increased Productivity</li> <li><b>W</b> - Problem Solving: A Six Step Process</li> <li><b>W</b> - Take Control of Your Time <ul style="list-style-type: none"> <li>The Organized Office Worker</li> <li>Thriving in the Changing Workplace <b>★</b></li> </ul> </li> </ul>
Individual Development	Language Skills	Writing Skills
<ul style="list-style-type: none"> <li>Aspiring Leaders</li> <li><b>W</b> - Best Practices for Interviews</li> <li><b>W</b> - Best Practices for Resumes and Cover Letters</li> <li><b>W</b> - Career Options Within NYS Government Using GOT-IT</li> <li><b>W</b> - Dealing with Stress</li> <li><b>W</b> - Financing Your Education</li> <li><b>W</b> - Manage Your Money <b>★</b></li> <li><b>W</b> - Merit System: Examinations and Eligible Lists</li> <li><b>W</b> - Merit System: Transfers</li> <li><b>W</b> - Preparing for a Civil Service Exam</li> <li><b>W</b> - Protect Your Identity</li> <li><b>W</b> - Study Skills to Build Success</li> <li><b>W</b> - Using Credit Wisely</li> <li><b>W</b> - Using the Tuition Benefits Program</li> </ul>	<ul style="list-style-type: none"> <li>English for Speakers of Other Languages 1 <b>★</b></li> <li>English for Speakers of Other Languages 2 <b>★</b></li> <li>Focus on Pronunciation: Level 1</li> <li>Focus on Pronunciation: Level 2</li> </ul>	<ul style="list-style-type: none"> <li><b>W</b> - Avoiding Common Punctuation and Grammar Mistakes</li> <li><b>W</b> - Crafting Powerful Writing: Precision and Clarity</li> <li><b>W</b> - Essentials of Report Writing</li> <li><b>W</b> - Expanding Your Vocabulary <ul style="list-style-type: none"> <li>Grammar and Punctuation Workshop</li> </ul> </li> <li><b>W</b> - Professional Email That Gets Results <ul style="list-style-type: none"> <li>Successful Business Writing</li> </ul> </li> <li><b>W</b> - The Foundations of Good Writing <ul style="list-style-type: none"> <li>Writing Effective Reports and Evaluations</li> </ul> </li> </ul>
Interpersonal Communication	Math Skills	
<ul style="list-style-type: none"> <li><b>W</b> - Addressing Conflict in Customer Service</li> <li><b>W</b> - Addressing Conflict in the Workplace <b>★</b></li> <li><b>W</b> - Better Team Skills <ul style="list-style-type: none"> <li>Building Better Work Relationships</li> </ul> </li> <li><b>W</b> - Communicating with Confidence</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Accounting</li> <li>Introduction to Data Analysis</li> </ul>	
	Safety and Health	
	<ul style="list-style-type: none"> <li>Asbestos Awareness</li> <li>Back Injury Prevention</li> <li>Boiler Safety Awareness</li> <li>Chainsaw Safety Awareness</li> <li>Computer Ergonomics Assessor Training</li> <li>Control of Hazardous Energy (Lockout/Tagout)</li> <li>Fall Protection Awareness</li> <li>Forklift Operator Safety Awareness</li> <li><b>W</b> - Home Ergonomics <ul style="list-style-type: none"> <li>OSHA 10-Hour General Industry <b>★</b></li> </ul> </li> <li><b>W</b> - Preventing Slips, Trips, and Falls</li> <li><b>W</b> - Preventing Slips, Trips, and Falls for the Outdoor Worker <ul style="list-style-type: none"> <li>Running an Effective Safety and Health Committee <b>★</b></li> </ul> </li> <li><b>W</b> - Situational Awareness</li> <li><b>W</b> - Where There's Smoke, There's Fire</li> </ul>	

# 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, 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: \_\_\_\_\_