

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 the joint Worksite Training Application to the Partnership, signed by appropriate CSEA and management representatives.



NYS & CSEA
Partnership

Click or scan the QR Code to view the Partnership's Online Course Catalog with full course descriptions.

Partnership Courses At-A-Glance

CLASS TYPE KEY: **IP** - In-Person (half-day, full-day, or multi-day sessions) **W** - Webinar (1-hour sessions) **O** - Online Course (3-hour, multi-day sessions) ★ - New / Revised

Adult Education Basics		Trades, Operations, and Maintenance
<ul style="list-style-type: none">O - Effective Reading Skills 1O - Effective Reading Skills 2O - Math Refresher 1O - Math Refresher 2		
Computer Skills		<ul style="list-style-type: none">IP - Air Conditioning and Refrigeration AdvancedIP - Air Conditioning and Refrigeration Basics ★IP - Air Conditioning and Refrigeration: EPA Section 608 CertificationIP - Blueprint Reading FundamentalsIP - Carpentry Advanced ★IP - Carpentry BasicsIP - Carpentry IntermediateIP - Electricity AdvancedIP - Electricity BasicsIP - Energy Conservation: Alternative Technologies and Sustainability ★IP - Masonry AdvancedIP - Masonry BasicsIP - Plumbing AdvancedIP - Plumbing BasicsIP - Small Engine Repair ★
<ul style="list-style-type: none">W - Get More Done with Keyboard ShortcutsW - Internet Research SkillsIP - Microsoft Excel BasicsO - Microsoft Excel BasicsIP - Microsoft Excel IntermediateW - Microsoft Outlook: Managing Contacts and TasksW - Microsoft Outlook: Organizing and Managing Your EmailW - Microsoft Outlook: Working with CalendarsW - Microsoft TeamsIP - Microsoft Word BasicsO - Microsoft Word Basics ★IP - Microsoft Word Intermediate ★O - Microsoft Word Intermediate ★		
Individual Development		Work Management
<ul style="list-style-type: none">IP - Aspiring LeadersW - Best Practices for InterviewsW - Best Practices for Resumes and Cover LettersW - Career Options Within NYS Government Using GOT-ITW - Dealing with StressW - Financing Your EducationW - Know Your Credit Report ★W - Manage Your Money ★W - Merit System: Examinations and Eligible ListsW - Merit System: TransfersW - Preparing for a Civil Service ExamW - Protect Your IdentityW - Study Skills to Build SuccessW - Using Credit Wisely ★W - Using the Tuition Benefits Program		
Interpersonal Communication		Writing Skills
<ul style="list-style-type: none">W - Addressing Conflict in Customer ServiceW - Addressing Conflict in the Workplace ★W - Better Team Skills		
Labor-Management Services		<ul style="list-style-type: none">W - Avoiding Common Punctuation and Grammar MistakesW - Crafting Powerful Writing: Precision and ClarityW - Essentials of Report WritingW - Expanding Your VocabularyIP - Grammar and Punctuation WorkshopW - Professional Email That Gets ResultsIP - Successful Business WritingO - Successful Business WritingW - The Foundations of Good WritingIP - Writing Effective Reports and Evaluations
<ul style="list-style-type: none">IP - Building Better Work RelationshipsW - Communicating with ConfidenceIP - Customer ServiceO - Customer ServiceW - Influencing Without Authority ★W - Job EtiquetteW - Managing Emotions in Customer ServiceW - Managing Emotions in the Workplace ★W - Managing Stress in Customer Service ★W - Professionalism in the Digital AgeIP - Workplace Social Skills		
Language Skills		<ul style="list-style-type: none">IP - English for Speakers of Other Languages 1IP - English for Speakers of Other Languages 2 ★IP - Focus on Pronunciation: Level 1 ★IP - Focus on Pronunciation: Level 2
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Math Skills		<ul style="list-style-type: none">IP - Introduction to AccountingIP - Introduction to Charts and Graphs
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Safety and Health		<ul style="list-style-type: none">IP - Asbestos AwarenessIP - Back Injury PreventionIP - Boiler Safety AwarenessIP - Chainsaw Safety AwarenessIP - Computer Ergonomics Assessor TrainingIP - Control of Hazardous Energy (Lockout/Tagout)W - De-Escalation Basics ★IP - Effective De-Escalation Skills ★IP - Fall Protection AwarenessIP - Forklift Operator Safety AwarenessW - Home ErgonomicsIP - OSHA 10-Hour General Industry ★W - Preventing Slips, Trips, and FallsW - Preventing Slips, Trips, and Falls for the Outdoor WorkerIP - Running an Effective Safety and Health Committee ★W - Situational AwarenessW - Snow Removal Safety ★W - Where There's Smoke, There's Fire
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WORKSITE TRAINING APPLICATION

Corporate Plaza East – Suite 502
240 Washington Avenue Extension
Albany, New York 12203
Phone: (518) 486-7814 or (800) 253-4332
Fax: (518) 486-1989
Email: learning@nyscseapartnership.org

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 participating: _____

Titles or general positions of participating employees: _____

Labor-Management training ONLY. How many management representatives: ____ labor representatives: ____

Safety and Health training ONLY. How many participants from other bargaining units: _____

2

Course name you are requesting: _____

Explain how this course will benefit your workforce:

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: _____