



Workforce Training Inquiry Form

Tell Us About Your Training Needs.

Before completing this form, please review the [Partnership's Courses](#) to determine whether an existing Partnership course may meet your needs. If you identify a course that interests you, please include it below. If you do not find a suitable course, provide as much detail as possible about the training you are seeking so we can recommend the best training solution for your agency.

PRIMARY CONTACT

Name: _____ Title: _____

Agency: _____ Facility/Location: _____

Email: _____ Phone: _____

TRAINING NEEDS

If you found a Partnership course that meets your needs, please list the course title(s):

If no existing Partnership course meets your needs, please describe the specific training you are seeking:

Please describe the training need, challenge, or goal that prompted this request and the outcomes you hope to achieve. (Examples: improve customer service, enhance communication, develop supervisors, strengthen safety practices, prepare employees for new technology, improve retention, etc.)

Who is the intended audience? _____

Approximately how many employees would participate? _____

Preferred training format: _____ Preferred training date: _____

Is there anything else we should know about your training needs? (Include vendor preferences, regulatory requirements, agency initiatives, workforce challenges, succession planning needs, or safety concerns.)

SUBMIT INQUIRY FORM

Please email your completed inquiry form to learning@nyscseapartnership.org

Partnership Courses



Click or scan the QR code to view the Partnership Course Catalog with full course descriptions.

NYS & CSEA
Partnership

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, & Maintenance	
○ - Effective Reading Skills 1 ○ - Effective Reading Skills 2 ○ - Math Refresher 1 ○ - Math Refresher 2		IP - Air Conditioning and Refrigeration Basics IP - Air Conditioning and Refrigeration Intermediate ★ IP - Air Conditioning and Refrigeration: EPA Section 608 Certification ★ IP - Blueprint Reading Fundamentals IP - Carpentry Advanced IP - Carpentry Basics IP - Carpentry Intermediate IP - Electricity Advanced IP - Electricity Basics IP - Masonry Advanced IP - Masonry Basics IP - Plumbing Advanced IP - Plumbing Basics IP - Small Engine Repair	
Computer Skills		Labor-Management Services	
W - Get More Done with Keyboard Shortcuts W - Internet Research Skills IP - Microsoft Excel Basics ○ - Microsoft Excel Basics IP - Microsoft Excel Intermediate ○ - Microsoft Excel Intermediate W - Microsoft Outlook Classic: Managing Contacts and Tasks W - Microsoft Outlook Classic: Organizing and Managing Your Email W - Microsoft Outlook Classic: Working with Calendars IP - Microsoft PowerPoint Basics W - Microsoft Teams IP - Microsoft Word Basics ○ - Microsoft Word Basics IP - Microsoft Word Intermediate ○ - Microsoft Word Intermediate		W - Communicating with Confidence IP - Customer Service ○ - Customer Service W - Developing Your Emotional Intelligence W - How to Navigate Conflict Effectively W - Influencing Without Authority W - Job Etiquette W - Managing Stress in Customer Service W - Professionalism in the Digital Age IP - Workplace Social Skills	
Individual Development		Language Skills	
IP - Aspiring Leaders W - Best Practices for Interviews W - Best Practices for Resumes and Cover Letters W - Career Options Within NYS Government Using GOT-IT W - Dealing with Stress W - Financing Your Education W - Know Your Credit Report W - Manage Your Money W - Merit System: Examinations and Eligible Lists W - Merit System: Transfers W - Preparing for a Civil Service Exam W - Protect Your Identity W - Study Skills to Build Success W - Using Credit Wisely W - Using the Tuition Benefits Program		IP - English for Speakers of Other Languages 1 IP - English for Speakers of Other Languages 2 IP - Focus on Pronunciation: Level 1 IP - Focus on Pronunciation: Level 2 IP - My Name Is...English Language Literacy	
Interpersonal Communication		Math Skills	
W - Better Team Skills IP - Building Better Work Relationships		IP - Introduction to Accounting IP - Introduction to Charts and Graphs	
		Safety & Health	
		IP - Back Injury Prevention ★ IP - Boiler Safety Awareness IP - Computer Ergonomics Assessor Training ★ IP - Control of Hazardous Energy (Lockout/Tagout) W - De-Escalation Basics IP - Effective De-Escalation Skills W - Exploring a Career in Nursing IP - Fall Protection Awareness IP - Forklift Operator Safety Awareness W - Home Ergonomics IP - OSHA 10-Hour General Industry W - Preventing Slips, Trips, and Falls W - Preventing Slips, Trips, and Falls for the Outdoor Worker IP - Running an Effective Safety and Health Committee W - Situational Awareness W - Snow Removal Safety W - Emerald Ash Borer Awareness	
		Work Management	
		IP - Critical Thinking IP - Effective Problem Solving W - Introduction to Critical Thinking W - Organizing Your Workspace for Increased Productivity W - Problem Solving: A Six Step Process W - Take Control of Your Time IP - The Organized Office Worker ○ - The Organized Office Worker IP - Thriving in the Changing Workplace	
		Writing Skills	
		W - Avoiding Common Punctuation and Grammar Mistakes W - Crafting Powerful Writing: Precision and Clarity W - Essentials of Report Writing W - Expanding Your Vocabulary W - Professional Email That Gets Results IP - Successful Business Writing ○ - Successful Business Writing W - The Foundations of Good Writing IP - Writing Effective Reports and Evaluations	