



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 - 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 - Labor-Management Committee Process Training - W - The Fundamentals of Labor-Management Committees	
Interpersonal Communication		Math Skills	
- W - Better Team Skills - IP - Building Better Work Relationships		- 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	
		Safety & Health	
		- IP - Introduction to Accounting - IP - Introduction to Charts and Graphs	
		Work Management	
		- 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	
		Writing Skills	
		- 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	
		- 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	