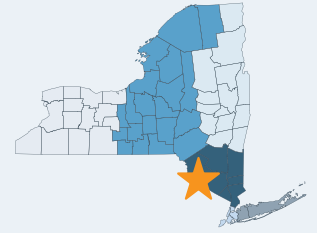


SKILLS FOR SUCCESS

Courses for CSEA-represented Employees



CSEA Southern
Region 3

Enroll in Skills for Success Courses Near You!

Plumbing Advanced

Sterling Forest State Park, Tuxedo
September 22 & 23, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6502

Boiler Safety Awareness

Eleanor Roosevelt State Office Building,
Poughkeepsie
October 6, 2026 | 8:30 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R3_6537

Blueprint Reading Fundamentals

DMNA-Camp Smith, Cortlandt Manor
October 14 & 15, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6510

Successful Business Writing

DMNA - Camp Smith, Cortlandt Manor
October 15, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6526

Electricity Basics

DMNA-Camp Smith, Cortlandt Manor
November 17, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6511

Effective Problem Solving

Eleanor Roosevelt State Office Building,
Poughkeepsie
December 3, 2026 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6538

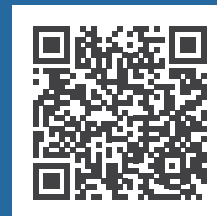
Administrative Assistant Traineeship Participants:

A Workforce Development
Competency icon shown next
to a course indicates that it
meets a mandatory or elective
Administrative Assistant
Traineeship requirement.

Fall 2026 Enroll Now

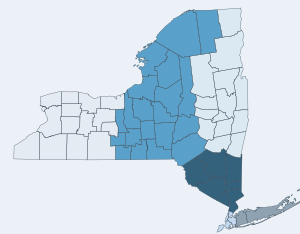
Enroll through the Statewide
Learning Management System
(SLMS) or by using the attached
application.

Scan the QR code to visit our
website for more information.



SKILLS FOR SUCCESS

Courses for CSEA-represented Employees



Statewide
Webinars & Online Courses

WEBINARS

Internet Research Skills

Sept. 10, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6461

Developing Your Emotional Intelligence

Sept. 15, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6469

The Fundamentals of Labor-Management Committees

Sept. 17, 2026 | 9:00 a.m. - 10:00 a.m.
SLMS CLASS CODE: P_OE_R7_6476

Take Control of Your Time

Sept. 17, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6481

Avoiding Common Punctuation and Grammar Mistakes

Sept. 22, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6485

Organizing Your Workspace for Increased Productivity

Sept. 23, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6482

Professionalism in the Digital Age

Sept. 24, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6470

De-Escalation Basics

Sept. 29, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6477

Microsoft Outlook Classic: Managing Contacts and Tasks

Oct. 1, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6462

Best Practices for Resumes and Cover Letters

Oct. 13, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6464

Snow Removal Safety

Oct. 13, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6480

Crafting Powerful Writing: Precision and Clarity

Oct. 14, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6486

Merit System: Examinations and Eligible Lists

Oct. 21, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6465

Home Ergonomics

Oct. 22, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6478

Managing Stress in Customer Service

Oct. 28, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6471

Preparing for a Civil Service Exam

Nov. 4, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6466

Situational Awareness

Nov. 4, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6479

Influencing Without Authority

Nov. 5, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6472

**Microsoft Outlook Classic:
Working with Calendars**

Nov. 10, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6463

Better Team Skills

Nov. 12, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6473

**Problem Solving - A Six Step
Process**

Nov. 17, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6483

Expanding Your Vocabulary

Nov. 19, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6487

Dealing with Stress

Dec. 2, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6467

Financing Your Education

Dec. 3, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6560

**How to Navigate Conflict
Effectively**

Dec. 8, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6474

**Using the Tuition Benefits
Program**

Dec. 9, 2026 | 1:00 p.m. - 2:30 p.m.
SLMS CLASS CODE: P_OE_R7_6468

**Communicating with
Confidence**

Dec. 10, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6475

**Introduction to Critical
Thinking**

Dec. 15, 2026 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_6484

**Professional Email that Gets
Results**

Dec. 16, 2026 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_6488

ONLINE COURSES

**Microsoft Excel Basics
(Online)**

Sept. 16 & 18, 2026
9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6489

**Effective Reading Skills 1
(Online)**

Sept. 22, 24, 29, Oct. 1, 6, 8, 13, 15, 20,
22, 29 & Nov. 3, 2026
9:00 a.m. - 11:30 a.m.
SLMS CLASS CODE: P_AEB_R9_6496

**The Organized Office Worker
(Online)**

Sept. 30 & Oct. 2, 2026
9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6494

**Customer Service
(Online)**

Oct. 6 & 8, 2026
9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6493

**Microsoft Word Basics
(Online)**

Oct. 28 & 29, 2026
9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_
R9_6490

**Microsoft Excel Intermediate
(Online)**

Nov. 18 & 20, 2026
9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6491

**Successful Business Writing
(Online)**

Dec. 1 & 3, 2026
9:00 a.m. - 12:00 p.m.
SLMS CLASS CODE: P_OE_R9_6495

**Microsoft Word Intermediate
(Online)**

Dec. 9 & 11, 2026
9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_6492

APPLICANT INFORMATION

Please print or type.

Name	Signature
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New York State Government Employees, please provide your employee identification number (NYS EMPLID is 9 characters long, begins with "N," and can be found on your paystub, located to the left of "Pay Rate").

NYS Employee Identification Number or ID number: N _____

Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees, please provide your CSEA ID (the CSEA ID is 10 characters long and can be found on your CSEA membership ID card).

CSEA ID: _____

Negotiating Unit New York State Government Employees (select one): 02 = Administrative Services Unit (ASU) 03 = Operational Services Unit (OSU) 04 = Institutional Services Unit (ISU) 05 = Professional, Scientific & Technical (PS&T)* 06 = Management/Confidential (M/C)* 47 = Division of Military & Naval Affairs (DMNA) Other _____ * As space permits.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Current Job Title</td> <td style="width: 40%;">Grade</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Name of Agency or Organization</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Facility</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Day Phone</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">Email Address (Must provide at least one)</td> </tr> <tr> <td colspan="2" style="padding: 5px 0;">Home:</td> </tr> <tr> <td colspan="2" style="padding: 5px 0;">Work:</td> </tr> </table>	Current Job Title	Grade	Name of Agency or Organization		Facility		Day Phone		Email Address (Must provide at least one)		Home:		Work:	
Current Job Title	Grade														
Name of Agency or Organization															
Facility															
Day Phone															
Email Address (Must provide at least one)															
Home:															
Work:															

Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here _____.

Reasonable Accommodation: All participants are welcome. If you have a disability and need an accommodation, check here _____. A Partnership staff member will contact you for further information.

COURSE INFORMATION

Course Title	Date	SLMS Class Code
1.		
2.		
3.		
4.		

SUPERVISOR APPROVAL

By signing this application I grant this employee release time, without charge to leave credits, to attend the course(s).

Supervisor Name (Print or Type)	Supervisor Signature	
Supervisor Email	Supervisor Phone Number	Date

Email to: learning@nyscseapartnership.org. Fax to: (518) 486-1989. Or mail to: NYS & CSEA Partnership Corporate Plaza
East – Suite 502, 240 Washington Ave. Ext., Albany, NY 12203

NOTE: Course registration deadlines are approximately two weeks before the first day of the class.