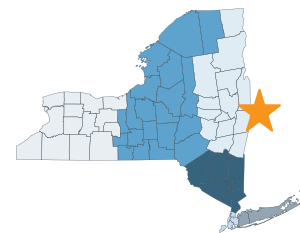


SKILLS FOR SUCCESS

Courses for CSEA-represented Employees



CSEA Capital Region 4

Enroll in Skills for Success Courses Near You!

Workplace Social Skills

Saratoga State Park, Saratoga

September 15, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P_OE_R4_6519

Customer Service

NYS & CSEA Partnership for Education and Training, Albany

September 22, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P_OE_R4_6518

Masonry Advanced

Saratoga Spa State Park, Saratoga Springs

September 30 & October 1, 2026 |

9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P_OE_R4_6500

Writing Effective Reports and Evaluations

NYS & CSEA Partnership for Education and Training, Albany

September 30, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P_OE_R4_6524

Microsoft Excel Intermediate

MicroKnowledge, Latham

October 7, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P_OE_R4_6515

Aspiring Leaders

NYS & CSEA Partnership for Education and Training, Albany

October 20, 21 & 22, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P_OE_R4_6516

Small Engine Repair

SUNY Cobleskill, Cobleskill

October 22 & 23, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P_OE_R4_6509

Computer Ergonomics Assessor Training

Harriman State Office Building, Albany

November 12, 2026 | 8:30 a.m. - 12:00 p.m.

SLMS CLASS CODE: P_OE_R4_6545

The Organized Office Worker

Department of Labor, Albany

November 24, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P_OE_R4_6534

Blueprint Reading Fundamentals

Harriman State Office Building, Albany

December 8 & 9, 2026 | 9:00 a.m. - 4:30 p.m.

SLMS CLASS CODE: P_OE_R4_6504

Back Injury Prevention

NYS & CSEA Partnership for Education and Training, Albany

December 10, 2026 | 9:00 a.m. - 12:30 p.m.

SLMS CLASS CODE: P_OE_R4_6543

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.

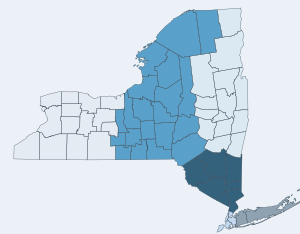


Scan the QR code to visit our website for more information.



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. Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here _____.	Current Job Title _____ Grade _____
	Name of Agency or Organization _____
	Facility _____
	Day Phone _____
	Email Address (Must provide at least one) Home: _____ Work: _____

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.