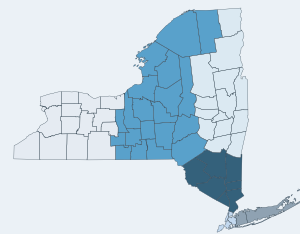


SKILLS FOR SUCCESS

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.