



Summer Webinars

FOR CSEA-REPRESENTED EMPLOYEES

Writing Effectively (SLMS Class Code: P_OE_R7_4462)
July 10, 2018 • 1:00 p.m. - 2:30 p.m.



Take Control of Your Time (SLMS: P_OE_R7_4463)
July 11, 2018 • 10:00 a.m. - 11:00 a.m.



Emotional Intelligence in Customer Relations (SLMS: P_OE_R7_4464)
July 12, 2018 • 3:00 p.m. - 4:00 p.m.



Best Practices in Resume and Interview Preparation (P_OE_R7_4465)
July 17, 2018 • 10:00 a.m. - 11:00 a.m.



Internet Research Skills (SLMS Code: P_OE_R7_4466)
July 18, 2018 • 1:00 p.m. - 2:00 p.m.



Managing Stress in Customer Relations (SLMS: P_OE_R7_4467)
July 19, 2018 • 10:00 a.m. - 11:00 a.m.



Professionalism in the Digital Age (SLMS Class Code: P_OE_R7_4468)
July 24, 2018 • 1:00 p.m. - 2:00 p.m.



Dealing with Stress (SLMS Class Code: P_OE_R7_4469)
July 26, 2018 • 1:00 p.m. - 2:00 p.m.



Getting Organized: Time, Tasks, and Life (SLMS: P_OE_R7_4470)
July 31, 2018 • 10:00 a.m. - 11:00 a.m.



Using the Tuition Benefits Program (SLMS Class Code: P_OE_R7_4471)
August 2, 2018 • 1:00 p.m. - 2:30 p.m.



Workforce Development Competencies Key:



Communication and Interpersonal Relations



Professionalism and Self-Management



Critical Thinking and Problem Solving



Reading and Locating Information



SUMMER WEBINARS APPLICATION FORM

APPLICANT INFORMATION

Please print or type.

Name

Identification Number:

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 EMPLID: 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 (circle 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 _____

* Select PS&T and M/C employees are eligible to attend the *Emotional Intelligence in Customer Relations; Getting Organized: Time, Tasks, and Life; Managing Stress in Customer Relations; Professionalism in the Digital Age; Take Control of Your Time; and Writing Effectively* webinars, as space permits.

– **OR** –

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

Webinar 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 participate in the webinar.

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

Fax application to: (518) 486-1989 or (518) 473-0056 or mail to:
NYS & CSEA Partnership • Corporate Plaza East – Suite 502 • 240 Washington Ave. Ext. • Albany, NY 12203

NOTE: Course registration deadlines are approximately three weeks before the date of the webinar.