

SKILLS FOR SUCCESS



Courses for CSEA-represented employees

Webinars - Fall 2016

Internet Research Skills (SLMS Class Code: P_OE_R7_3877)
September 19, 2016 • 1:00 p.m. - 2:00 p.m.



Emotional Intelligence in Customer Relations (Class Code: P_OE_R7_3892)
September 28, 2016 • 1:00 p.m. - 2:00 p.m.



Managing Stress in Customer Relations (SLMS Class Code: P_OE_R7_3898)
October 4, 2016 • 10:00 am - 11:00 am



Study Skills (SLMS Class Code: P_OE_R7_3890)
October 5, 2016 • 10:00 a.m. - 11:00 a.m.



Job Etiquette (SLMS Class Code: P_OE_R7_3893)
October 18, 2016 • 1:00 p.m. - 2:00 p.m.



Designing Dynamic PowerPoint Presentations (Class Code: P_OE_R7_3876)
October 19, 2016 • 10:00 a.m. - 11:00 a.m.



Financing Your Education (SLMS Class Code: P_OE_R7_3882)
October 26, 2016 • 10:00 a.m. - 11:00 a.m.



Managing Finances (SLMS Class Code: P_OE_R7_3889)
October 27, 2016 • 1:00 p.m. - 2:00 p.m.



To view the Skills for Success catalog, visit: www.nyscseapartnership.org

Workforce Development Competencies Key:



Communication & Interpersonal Relations



Professionalism & Self-Management



Critical Thinking & Problem Solving



Reading & Locating Information

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Webinars - Fall 2016

Career Options Within NYS Government Using GOT IT (P_OE_R7_3880)
November 9, 2016 • 10:00 a.m. - 11:00 a.m.



Professional Etiquette in the Digital Age (SLMS Class Code: P_OE_R7_3899)
November 15, 2016 • 10:00 a.m. - 11:00 a.m.



A Career in Nursing: Is it Right for You? (SLMS Class Code: P_OE_R7_3879)
November 17, 2016 • 10:00 a.m. - 11:00 a.m.



Using the Tuition Benefits Program (SLMS Class Code: P_OE_R7_3891)
December 1, 2016 • 1:00 p.m. - 2:30 p.m.



Getting Organized: Time, Tasks, and Life (SLMS Class Code: P_OE_R7_3901)
December 7, 2016 • 10:00 a.m. - 11:30 a.m.



Understanding Today's Computer (SLMS Class Code: P_OE_R7_3878)
December 8, 2016 • 1:00 p.m. - 2:00 p.m.



Preventing Slips, Trips, and Falls (SLMS Class Code: P_OE_R7_3900)
December 13, 2016 • 1:00 p.m. - 2:00 p.m.



Take Control of Your Time (SLMS Class Code: P_OE_R7_3902)
December 16, 2016 • 1:00 p.m. - 2:00 p.m.



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Reading & Locating Information



SKILLS FOR SUCCESS APPLICATION

APPLICANT INFORMATION

Directions for completing this form are on the reverse page. 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 *Skills for Success* classes in limited course categories. See #2 on the reverse side of this application form for more details.

- OR -

Non-state CSEA-represented Employee – if Local Government, School District, State Authority, or Private Sector CSEA-represented check here

Current Job Title

Grade

Name of Agency or Organization

Facility

Daytime Phone ()

Email Address (You must provide at least one)

Home:

Work:

Reasonable Accommodation: Check if you have a disability requiring a reasonable accommodation to participate in a course. A Partnership staff member will contact you for further information.

COURSE INFORMATION

Course Name	Course Date	SLMS Class Code
1.		
2.		
3.		
4.		
5.		

SUPERVISOR'S APPROVAL

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

Supervisor's Name (Print or Type)

Supervisor's Signature

Supervisor's Email

Supervisor's 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 three weeks before the first day of the course.

DIRECTIONS FOR COMPLETING APPLICATION

1. Please type or print legibly and complete each line of the form.
2. Negotiating Unit – Employees are eligible to attend *Skills for Success* if they are:
A CSEA-represented New York State employee in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units.
- OR -
A NYS employee (previously in the ASU/02) serving a probationary period in a transition title or traineeship (MC/06 or PS&T/05) supported by the Partnership may attend courses in the interpersonal communication and work management categories.
- OR -
A NYS employee in a Management/Confidential (MC/06) clerical or secretarial title may attend courses, as space permits, in the interpersonal communication and work management categories.
- OR -
CSEA-represented employees working in local government, school districts, state authorities, or the private sector, as space permits.
3. Specify the name of your agency or local government or private sector organization (for example, Office of Mental Health or City of Syracuse) and your facility name (for example, Rockland Psychiatric Center or Nassau County School District), if applicable.
4. Please include an email address as all notifications will be sent via email.
5. **Applications must be signed and dated by your supervisor** if the class occurs during your regular work hours. If you are using your own time, a supervisor signature is not required. If you are accepted into a class, please notify your supervisor. Do not attend the class unless you receive notification.
NOTE: If you do not receive a notification 10 days before the class is scheduled, please call the Partnership at (518) 486-7814 or, for areas outside the Capital Region, call (800) 253-4332.
6. Mail or fax your application to:
NYS & CSEA Partnership for Education and Training
Corporate Plaza East - Suite 502
240 Washington Avenue Extension
Albany, New York 12203
Fax Numbers: (518) 486-1989 or (518) 473-0056