NYS & CSEA Partnership for Education and Training

Enrollment Now Available Through SLMS

STATE OF NEW YORK

SKILLS FOR SUCCESS

ADMIT ONE

CSEA

Courses for CSEA-represented employees

February - June 2014

www.nyscseapartnership.org

Skills for Success **courses will be held between February and June 2014 at training sites conveniently located near your work or home.**

Courses offered in the following categories:

Individual Development

Interpersonal Communication

Language Skills

Math Skills

Trades, Operations, and Maintenance

Work Management

Writing Skills

Jeannine Morell
Co-Director

Peter Trolio
Co-Director

We are pleased to announce the *Skills for Success* spring 2014 course catalog for CSEA-represented employees, offered by the NYS & CSEA Partnership for Education and Training (Partnership).

The Partnership is jointly sponsored and administered by the NYS Governor's Office of Employee Relations and the Civil Service Employees Association (CSEA). Course participation by employees working in local government, school districts, state authorities, and the private sector is sponsored by the CSEA WORK Institute.

You are invited to take advantage of the in-classroom and webinar courses contained in this publication. Courses are listed under seven categories. We urge you to work with your supervisor to select the courses most suited to your work and personal goals. You may apply for any of the courses offered, even if the course is not related to your current job.

It is easy for you to:

- Choose a course that meets your job-related training, professional development, or personal development needs.
- Enroll through the Statewide Learning Management System (SLMS) **or** by completing the Partnership's course application form on page 25.
- Attend courses held at training sites near your work or home or through a webinar at your convenience on your computer.

We hope you will choose from the many learning opportunities that can help you prepare for the challenges and demands of current and future job opportunities.

Skills for Success is all about making choices for your success.

NYS & CSEA Partnership for Education and Training

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COURSES DESIGNED FOR YOU

Skills for Success courses provide CSEA-represented employees with the knowledge and skills needed to accomplish job assignments more effectively.

Job skills training can also be supplemented with personal development opportunities from the Individual Development courses.

Employees should work with their supervisors to select courses that are meaningful to their professional and personal growth. Upon completing a course, employees are encouraged to discuss what they have learned with their supervisors and co-workers.

The Partnership welcomes feedback about these courses and ideas for new courses.

Webinar Courses

In order to increase participation in courses while limiting time away from the office and eliminating travel expenses, the Partnership offers a number of courses using the webinar format.

A webinar allows employees to take courses using a computer, telephone, and Internet connection. Participants access a website to see the presenter's computer screen and listen to the presenter and classmates using a telephone.

ABOUT THE COURSES AND PROGRAM

Eligibility

Employees are eligible to participate in *Skills for Success* courses if they are:

- A CSEA-represented NYS employee (ASU/02, OSU/03, ISU/04, or DMNA/47).
- A CSEA-represented employee working in a local government, school district, state authority, or the private sector, as space permits.
- A NYS employee (previously in the ASU/02) serving a probationary period in a transition title or traineeship supported by the Partnership (MC/06 or PS&T/05) may attend courses in the interpersonal communication, math skills, work management, and writing skills categories.
- A NYS employee in a Management/Confidential (MC/06) clerical or secretarial title is eligible to attend courses in the interpersonal communication, math skills, work management, and writing skills categories, as space permits.

Cost

Skills for Success courses are available at no cost to employees or agencies. Employee reimbursement for travel, lodging, meals, and parking expenses is at the discretion of the agency or organization.

Course Locations

Courses are typically held at state agency worksites. Training site locations are listed in the **Course Descriptions, Dates, and Locations** section beginning on page 7.

ABOUT THE COURSES AND PROGRAM (continued)

When Courses are Held

Courses are typically held during the day, and vary from one hour to six days in length. Course lengths and start and end times are specified in the **Course Descriptions, Dates, and Locations** section beginning on page 7.

Full-Day Courses

- Full-day courses are held from 9:00 a.m. - 4:30 p.m.

Half-Day Courses

- Half-day courses are held from 9:00 a.m. - 12:15 p.m. or 1:15 p.m. - 4:30 p.m.

Webinar Courses

- Webinar courses are typically one hour in length and are held in morning and afternoon sessions.

NEW! - THERE ARE NOW TWO WAYS TO ENROLL FOR A COURSE

Applicants

Please read the course descriptions carefully to be sure the course is appropriate for your needs. Please do not enroll in a course unless you can attend the entire course.

Enroll Today

Enroll for courses as soon as possible as minimum enrollment levels must be met three weeks before the class date.

Supervisors of Applicants

When you approve an employee's enrollment, you are granting the employee release time to attend the entire course without charge to leave credits.

If several employees in your unit are interested in the same course, please approve only employees you are willing to send for the entire course.

Reasonable Accommodations

All training sites are accessible to employees with disabilities. Special instructional needs are addressed by the Partnership on an individual basis.

If you have questions, please contact the Partnership at (800) 253-4332 or email access@nyscseapartnership.org.

Enroll through SLMS

- Employees can enroll for classes through the Statewide Learning Management System (SLMS), the State's online learning management system at https://nyslearn.ny.gov/.
- If you are unsure of your Username or Password, contact your training office. If you require technical assistance, contact the SLMS help desk at SLMSHelpdesk@goer.ny.gov or (518) 473-8087.

Enroll through the Partnership

- If you are unable to enroll through the SLMS, complete the Partnership's application form on page 25.
- You can apply for multiple courses on one application form. However, you may not be accepted for all of the courses for which you apply.
- You must obtain your supervisor's approval on the application form in order to attend the course(s).

PLEASE NOTE: CSEA-represented employees working in local government, school districts, state authorities, or the private sector must contact the Partnership at (800) 253-4332 or learning@nyscseapartnership.org for information about enrolling in classes through SLMS.

ACCEPTANCE - SLMS WILL NOTIFY YOU

"Acceptance" Notification

If you are accepted into a *Skills for Success* course, you will be notified by email through SLMS approximately three weeks before the start of the course. If there is no email address for you in SLMS, a paper notification will be mailed to your work address.

"Class Full" Notification

If you are not accepted into a course, you will be notified by email through SLMS. If there is no email address for you in SLMS, a paper notification will be mailed to your work address. We encourage you to reapply when the course is offered again.

Wait Lists

The Partnership will maintain a wait list for any course that has reached full enrollment. If a vacancy occurs, Partnership staff will contact you to determine your interest in attending.

Date and Location Changes

Occasionally, the Partnership must change course dates or locations. Please read your email or paper notification carefully.

Cancellations

If a course is canceled, you will be notified by email through SLMS. If there is no email address for you in SLMS, a paper notification will be mailed to your work address or you will be notified by phone.

Additional Classes

At times, additional classes of a course are scheduled due to high demand. Employees on waiting lists for these courses will be contacted.

YOUR RESPONSIBILITIES

Be Considerate if You Cannot Attend a Course

Your enrollment into a course signifies a commitment to attend the entire course. If you receive an acceptance notification and find that you cannot attend the entire course, please cancel/drop the course as soon as possible. The Partnership will then invite the next person on the wait list.

By canceling/dropping a course at the last minute, or failing to attend, you may be denying another CSEA-represented employee the opportunity to attend. Do not ask someone to attend in your place, because the Partnership maintains a wait list.

If you cannot attend, and you have enrolled through SLMS, please drop the class as soon as possible. If you sent in a paper application to the Partnership, please call (518) 486-7814 or, for areas outside the Capital Region, call (800) 253-4332 or email learning@nyscseapartnership.org as soon as possible.

Bring Appropriate Documents to Class

1. **Acceptance Notification** – Bring a copy of your acceptance notification to the first day of class.
2. **Photo Identification** – Be prepared to present a PHOTO ID upon arrival for each day of class.

CERTIFICATES ARE AWARDED TO YOU

Certificates

- Certificates of Completion are awarded for *Skills for Success* courses if you attend and participate in the entire course.
- You will be able to print your certificate approximately three weeks after completing the class. To print your certificate, log into SLMS, go to My Learning page, locate the appropriate course and click on the Print Certificate button. Note: The Print Certificate button will only be available if the class status is "Completed."
- If you are unable to print your certificate, please contact the Partnership at (518) 486-7814, or for areas outside the Capital Region, at (800) 253-4332.

CONTACT THE PARTNERSHIP

For additional information about *Skills for Success* courses, please contact staff at:

NYS & CSEA Partnership for Education and Training
Corporate Plaza East - Suite 502
240 Washington Avenue Extension
Albany, NY 12203

Email: learning@nyscseapartnership.org

Website: www.nyscseapartnership.org

Facebook: www.facebook.com/nyscseapartnership

Phone: (518) 486-7814
(800) 253-4332 (for areas outside the Capital Region)

Fax: (518) 486-1989 or (518) 473-0056

NYS & CSEA Partnership for Education and Training

Individual Development

These courses provide employees with the knowledge and skills they need to help them achieve balance between their work and personal lives. Employees will have the opportunity to learn about a variety of subjects, depending on their individual needs and interests.

Career Options within NYS Government Using GOT-IT - 1-Hour Webinar

New

During this webinar, the Department of Civil Service's Career Mobility Office (CMO) will demonstrate a useful online resource tool called GOT-IT (Glossary of Titles – Inquiry Tool) to assist State employees in searching specific job titles, occupations, career ladders, and career mobility opportunities. Participants will:

- Learn how to access and navigate GOT-IT
- Distinguish the four different search mechanisms that provide information on specific titles, agencies, occupations, and geographical locations
- Learn about other useful career development links and resources

SLMS Class Code: P_OE_R7_3077
April 23, 2014
Webinar
12:00 p.m. - 1:00 p.m.

College Credit: Alternative Ways to Save Money - 1-Hour Webinar

This webinar covers non-traditional ways for employees to obtain college credit that could save them time and money. Participants will:

- Learn how to access distance learning and online courses
- Consider using credit-by-examination programs to obtain college credits
- Learn how to use external degree and other non-traditional college programs

SLMS Class Code: P_OE_R7_3068
February 4, 2014
Webinar
10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_3078
May 8, 2014
Webinar
10:00 a.m. - 11:00 a.m.

Computer Basics - 1 Day

This course provides participants with a basic understanding of a personal computer, common computer software programs, and the fundamentals of using word processing, spreadsheets, and the Internet. Participants will have the opportunity to use a computer to practice creating documents and spreadsheets and to search the Internet. Participants will:

- Identify personal computer hardware components
- Create documents using Microsoft Office Word
- Produce spreadsheets using Microsoft Office Excel
- Use the Internet to search for information

SLMS Class Code: P_OE_R1_3081
February 12, 2014
Long Island DDSO
Hauppauge
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_2980
February 24, 2014
Eleanor Roosevelt State Office Building
Poughkeepsie
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2977
February 25, 2014
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3005
March 13, 2014
Central New York DDSO
Rome
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_3007
March 26, 2014
SUNY Plattsburgh
Plattsburgh
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3055
June 19, 2014
SUNY Brockport
Brockport
9:00 a.m. - 4:30 p.m.

Dealing with Stress - 1 Day

This course helps employees recognize and manage the stress of work assignments and the anxiety of juggling work and life demands. Participants learn about the mind-body connection to stress and gain knowledge about ways to reduce stress, thus improving their work and personal lives. Participants will:

- Identify the symptoms of stress
- Recognize situations, including ethical dilemmas, that induce stress, and critique the positive and negative aspects of stress associated with each
- Practice techniques to minimize stress at work and home
- Describe the benefits of proper diet, adequate exercise, and various forms of relaxation to reduce stress and improve personal resiliency

SLMS Class Code: P_OE_R4_3003
February 25, 2014
Department of Taxation and Finance
Latham
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3048
March 4, 2014
Western New York DDSO
West Seneca
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_2992
April 29, 2014
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3084
May 8, 2014
SUNY Old Westbury
Old Westbury
9:00 a.m. - 4:30 p.m.

Designing Dynamic PowerPoint Presentations - 1-Hour Webinar

This webinar will show participants how to avoid creating dull and uninteresting presentations. By using Microsoft PowerPoint to demonstrate best practices in planning and design, participants will learn how to create memorable and powerful presentations. Participants do not need to have the PowerPoint software on their computer to participate in the webinar, but familiarity with its basic tools and features is recommended. Participants will:

- Identify useful planning strategies and principles of good design
- Understand how to add text, images, and graphics to create visually-appealing slides
- Learn various ways to view and publish slides

SLMS Class Code: P_OE_R7_3066
February 6, 2014
Webinar
10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_3073
March 25, 2014
Webinar
1:00 p.m. - 2:00 p.m.

Getting Started on a Healthier Lifestyle - 1 Day

Revised

This course helps employees make realistic and sensible changes to their lifestyle using common sense strategies geared towards their individual needs. This course will take a look at the various aspects of health and give participants the unique opportunity to explore what being healthy means to them. Participants will:

- Understand basic components of health, including stress, diet, sleep, exercise, and medical care
- Develop an individualized action plan for improving their health
- Identify practical steps towards achieving a healthier lifestyle

SLMS Class Code: P_OE_R4_2995
February 5, 2014
Department of Environmental Conservation
Schenectady
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_2990
March 18, 2014
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3010
March 31, 2014
Central New York DDSO
Syracuse
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3045
April 30, 2014
Buffalo Psychiatric Center
Buffalo
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3044
May 7, 2014
CSEA Long Island Region Office
Commack
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_3001
June 18, 2014
CSEA Metropolitan Region Office
Manhattan
9:00 a.m. - 4:30 p.m.

Internet Research Skills - 1-Hour Webinar

The Internet contains an enormous amount of information from both reliable and unreliable sources, and wading through this material can be overwhelming. This course provides strategies for employees to find helpful and accurate information quickly. Participants will:

- Review Internet search engines and search tools
- Identify effective search techniques for the Internet
- Apply criteria to evaluate information found on the Internet
- Understand how to cite Internet research

SLMS Class Code: P_OE_R7_3070
March 6, 2014
Webinar
10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_3079
May 27, 2014
Webinar
2:00 p.m. - 3:00 p.m.

Study Skills - 1-Hour Webinar

This webinar helps employees learn strategies to be successful when taking college or other courses. Effective time management techniques, note-taking methods, and strategies for successful test taking will be discussed. Participants will:

- Learn to manage study time
- Identify effective note-taking techniques
- Create the support and structure needed to be successful
- Develop new test-taking strategies

SLMS Class Code: P_OE_R7_3069
February 26, 2014
Webinar
11:00 a.m. - 12:00 p.m.

Understanding Today's Computer - 1-Hour Webinar

This webinar helps employees improve their knowledge of common computing devices and their overall impact on today's workforce and society. It will look at the practical uses of popular trends in computers and related technologies. Participants will:

- Improve their knowledge of common computing devices like smart phones, tablets, and laptops
- Become familiar with terminology related to current technology, such as cloud computing, computer security, and social media
- Explore the impact of technology in the workplace and in their personal lives

SLMS Class Code: P_OE_R7_3067
February 6, 2014
Webinar
1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_3074
March 25, 2014
Webinar
10:00 a.m. - 11:00 a.m.

Using the Merit System - 1 1/2 Hour Webinar

Revised

Are you a state employee in the classified service? Have you ever wanted to know more about your opportunities and career mobility options within the merit system? If so, this webinar is a great place to have this dialogue. This webinar will simplify basic terminology and help you better understand the rules and regulations that govern the civil service system. Participants will:

- Gain knowledge about the different types of exams and the importance of taking exams
- Learn about the creation of eligible lists and their use in the selection process
- Become familiar with leaves of absence and probationary periods
- Learn about voluntary transfer and reinstatement eligibility

SLMS Class Code: P_OE_R7_3075
April 9, 2014
Webinar
12:00 p.m. - 1:30 p.m.

Using the Tuition Benefits Program - 1 1/2 Hour Webinar

Note: This webinar is open to CSEA-represented NYS employees only.

Interested in returning to school to work on a degree but not sure how to pay for it? Interested in taking courses to become eligible for a Civil Service examination or to improve skills for your current job? This webinar provides information about using the Partnership's Tuition Benefits Program to help pay for courses. Participants will:

- Determine their eligibility for tuition benefits
- Identify the different types of benefits available
- Learn how to apply for and use their benefits
- Determine the types of courses covered
- Determine benefit coverage limits

SLMS Class Code: P_OE_R7_3076
April 16, 2014
Webinar
10:00 a.m. - 11:30 a.m.

Your Work Matters: Pride in Public Service - 1 Day

New

The State of New York provides many important services and public functions. Your ability to portray a positive image as a State employee can help promote confidence in public service. Participants will:

- Understand the mission of their agency
- Identify how they contribute to the mission of their agency
- Learn ways to improve the image of State workers by displaying professionalism in their daily interactions

SLMS Class Code: P_OE_R4_3022
May 29, 2014
Department of Environmental Conservation
Schenectady
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2998
June 11, 2014
CSEA Metropolitan Region Office
Manhattan
9:00 a.m. - 4:30 p.m.

Interpersonal Communication

These courses provide employees with the skills they need to communicate effectively in the workplace. The courses in this category provide participants with opportunities to exchange information in a variety of ways including verbal, written, and non-verbal communications.

Being An Effective Team Member - 1 Day

New

The ability to be an effective team member is critical to the success of any organization. Working with others to accomplish the mission of an agency or facility can provide challenges, but also many rewards. Participants will:

- Understand the importance of working collaboratively
- Identify strategies for being an effective team member
- Learn proactive ways to support other team members and team leaders

SLMS Class Code: P_OE_R4_3033
May 23, 2014
Department of Agriculture and Markets
Albany
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2994
June 13, 2014
Workers' Compensation Board
Queens
9:00 a.m. - 4:30 p.m.

Conflict Resolution Skills: How to Be Your Own Mediator - 1 Day

This course empowers employees to handle the challenges of today's workplace. Participants learn to use a powerful communication tool – "self-mediation" – to manage the differences that impair teamwork, quality of performance, decision making, and cooperation. Participants will:

- Learn to handle the challenges of today's interdependent workplace
- Use the tools of the professional mediator to build better workplace relationships
- Understand how to take control of conflicts rather than be controlled by them
- Discover how to handle "difficult people" and avoid being seen as a "difficult person"

SLMS Class Code: P_OE_R4_2996
February 26, 2014
Department of Environmental Conservation
Schenectady
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_2988
March 6, 2014
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3009
March 18, 2014
Central New York DDSO
Syracuse
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3098
May 13, 2014
Long Island DDSO
Hauppauge
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2999
June 12, 2014
CSEA Metropolitan Region Office
Manhattan
9:00 a.m. - 4:30 p.m.

Customer Service - 1 Day

This course will address the role of customer service in the public sector. It will provide strategies and techniques for effectively handling customers and ourselves in delivering outstanding service to customers. Participants will:

- Understand what good customer service is and is not
- Learn techniques for handling difficult and angry customers
- Identify and address the challenges of working with customers from diverse backgrounds
- Learn strategies for managing stress when dealing with customers
- Develop a personal action plan to help them on the job when working with customers

SLMS Class Code: P_OE_R4_3002
February 19, 2014
Office of the State Comptroller
Albany
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2991
March 19, 2014
Workers' Compensation Board
Manhattan
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3086
April 24, 2014
Jones Beach State Park
Wantagh
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_3026
May 16, 2014
Office of Children and Family Services
Spring Valley
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3035
June 26, 2014
SUNY Cortland
Cortland
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3057
June 26, 2014
Department of Transportation
Mayville
9:00 a.m. - 4:30 p.m.

Dealing with Feedback - 1 Day

New

We all rely on feedback to reinforce what we do well and learn what we can do to improve, but not all feedback is easy to hear or acknowledge. This course will help participants learn to be objective when receiving feedback, and provide strategies for responding to feedback in a useful way. Participants will:

- Understand how emotions can affect their ability to deal with feedback
- Learn how to work with different types of feedback in a proactive way
- Develop ways to become more effective through responding to feedback in the workplace

SLMS Class Code: P_OE_R4_3013
May 28, 2014
DOCCS Training Academy
Albany
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2986
June 19, 2014
Office of the State Comptroller
Manhattan
9:00 a.m. - 4:30 p.m.

Influencing With Confidence - 1 Day

Revised

This course helps participants learn the strategies and communication skills necessary to win support for their ideas and influence workplace outcomes, even when they do not have clear and direct authority. Participants will evaluate their workplace environments, assess their personal style, and select the most appropriate approach for presenting their ideas to co-workers and decision makers. Participants will:

- Explain what influence is and is not
- Determine decisions they can make on their own
- Use various communication styles and speak up with confidence
- Package ideas and implement effective action steps
- Describe the relationship between influence and leadership

SLMS Class Code: P_OE_R4_3015
June 24, 2014
DOCCS Training Academy
Albany
9:00 a.m. - 4:30 p.m.

Workplace Social Skills - 1 Day

Revised

This course helps employees learn effective skills in dealing with co-workers, supervisors, and customers. Participants will learn how to identify and apropriately communicate their needs while practicing effective interactions with others at their worksites. Participants will:

- Learn to use appropriate behaviors and to manage emotions in different work situations
- Identify and demonstrate effective interpersonal communications in the workplace
- Practice the skills needed for successful one-to-one and group meetings

SLMS Class Code: P_OE_R4_3016
February 25, 2014
Workers' Compensation Board
Menands
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3017
March 31, 2014
Binghamton Greater Health Center
Binghamton
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3083
May 1, 2014
SUNY Old Westbury
Old Westbury
9:00 a.m. - 4:30 p.m.

Language Skills

These courses provide employees with basic foreign language conversation skills or improve English language skills to enhance workplace interactions. They also introduce participants to the cultural elements of native language speakers to foster a better understanding of the dynamics of the language and its usage. Ample practice time is included.

Conversational Spanish - 6 Days

New

This course will improve pronunciation and understanding of common Spanish words and phrases. Participants will learn to develop basic communication skills and listening techniques through conversational and grammatical practice. Participants will:

- Practice communicating using basic aspects of time, place, direction, and courtesy
- Learn to capture main ideas, idiomatic expressions, and make inferences in conversational situations
- Demonstrate cultural awareness and sensitivity toward the Spanish language and culture

SLMS Class Code: P_OE_R4_3038
May 9, 16, 30; June 6, 13 & 20, 2014
Workers' Compensation Board
Menands
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2981
May 12, 19; June 2, 9, 16 & 23, 2014
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

Focus on Pronunciation: Level 2 - 6 Days

This course is for employees who would like to continue developing their English pronunciation. Participants will further develop how to present useful information using the appropriate stress, rhythm, and intonation. This course provides precise illustrations of lip position of vowels and consonants, and a diagnostic individualized speech sample at the beginning and at the end of the course. Participants will:

- Practice reading and speaking using ordinary workplace vocabulary as well as higher-level words
- Further develop a work-related vocabulary and repeat-practice pronunciation
- Reinforce the theories learned in class with numerous phrases and dialogues during oral presentations

SLMS Class Code: P_OE_R2_2984
May 20, 27; June 3, 10, 17 & 24, 2014
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_3032
May 21, 28; June 4, 11, 18 & 25, 2014
Department of Agriculture and Markets
Albany
9:00 a.m. - 4:30 p.m.

Math Skills

Courses in this category provide employees with the skills they need to complete assignments involving basic, intermediate, and advanced level mathematical computations.

Introduction to Accounting - 1 Day

This course helps employees improve their ability to perform basic accounting and bookkeeping tasks. Participants will gain an understanding of the duties and responsibilities of bookkeepers and the basic concepts of accounting. Participants will:

- Perform basic math operations related to bookkeeping and create and interpret tables, charts, and graphs
- Interpret basic financial statements
- Understand the purpose and application of internal controls
- Describe the basic purpose and functions of the Statewide Financial System

SLMS Class Code: P_OE_R6_3036
February 4, 2014
Buffalo Psychiatric Center
Buffalo
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3097
March 4, 2014
Long Island DDSO
Hauppauge
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2979
May 8, 2014
Office of the State Comptroller
Manhattan
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_3004
June 5, 2014
Department of Taxation and Finance
Latham
9:00 a.m. - 4:30 p.m.

Trades, Operations, and Maintenance

These introductory and advanced skilled trades courses help operations and maintenance employees improve their current skills and learn new ones. They offer hands-on, practical instruction that reflects the everyday challenges employees encounter in the workplace.

Air-Conditioning and Refrigeration Basics - 1 Day

This course helps participants understand basic operation, maintenance, and troubleshooting of air conditioning and refrigeration systems. Refrigerant recovery-recycling-reclaiming will also be discussed in order to heighten awareness of the environmental safeguards employees need to maintain when working with these systems. Participants will:

- Understand how basic refrigeration and air conditioning systems work
- Learn how to install, operate, and maintain refrigerators and air conditioners
- Demonstrate effective safety practices for air conditioning and refrigeration systems
- Identify maintenance and troubleshooting techniques

SLMS Class Code: P_OE_R6_3047
June 17, 2014
Department of Transportation
Rochester
9:00 a.m. - 4:30 p.m.

Air-Conditioning and Refrigeration Advanced - 2 Days

This course is for employees who have some familiarity with basic air-conditioning. It presents participants with the

more advanced terminology and practices used in this trade. Participants will:

- Understand how electrical controls and metering devices are used in the field
- Demonstrate how to analyze an air-conditioning or refrigeration system using gauges and thermometers
- Identify modern refrigerants and refrigerant oils and their effect on the refrigeration system
- Learn how an efficient air-conditioning system benefits the environment

SLMS Class Code: P_OE_R2_3059
March 4 & 5, 2014
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_3090
April 22 & 23, 2014
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3041
April 24 & 25, 2014
Belmont Lake State Park
Babylon
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_3029
May 5 & 6, 2014
Saratoga Spa State Park
Saratoga Springs
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3031
June 3 & 4, 2014
SUNY Binghamton
Binghamton
9:00 a.m. - 4:30 p.m.

Blueprint Reading Fundamentals - 2 Days

This course gives participants the fundamental skills necessary to read and interpret blueprints. Participants will:

- Use an architectural ruler to read scaled drawings
- Convert designs into a blueprint
- Interpret different types of drawings (e.g., architectural, electrical, plumbing, HVAC)
- Comprehend basic abbreviations, symbols, and line types within a blueprint

SLMS Class Code: P_OE_R1_3082
February 11 & 12, 2014
SUNY Old Westbury
Old Westbury
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3046
February 18 & 19, 2014
Department of Transportation
Rochester
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_3061
March 25 & 26, 2014
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_3019
May 6 & 7, 2014
Grafton Lakes State Park
Grafton
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_2983
May 13 & 14, 2014
Eleanor Roosevelt State Office Building
Poughkeepsie
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3025
June 3 & 4, 2014
Hutchings Psychiatric Center
Syracuse
9:00 a.m. - 4:30 p.m.

Carpentry Basics - 1 Day

This course introduces participants to the fundamentals of general carpentry, including: how to use hand and portable power tools, types of wood and their uses, painting and finishing, and basic construction techniques. Participants will:

- Learn basic carpentry principles
- Identify types of carpentry hand and power tools
- Discover types of wood used in the carpentry trade
- Make carpentry measurements and markings using rulers and other devices

SLMS Class Code: P_OE_R1_3085
April 1, 2014
Connetquot River State Park
Oakdale
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_3093
April 16, 2014
Napanoch Volunteer Firehouse
Napanoch
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_3099
May 1, 2014
Grafton Lakes State Park
Grafton
9:00 a.m. - 4:30 p.m.

Carpentry Advanced - 2 Days

This course is for employees who have some familiarity with basic carpentry. It presents participants with the more advanced terminology and practices used in the carpentry trade. Participants will:

- Learn how to frame walls, floors, roofs, and stairs
- Identify wood siding types and their installation
- Learn how to install windows, door units, and drywall
- Explain project estimation principles

SLMS Class Code: P_OE_R5_3030
June 5 & 6, 2014
SUNY Binghamton
Binghamton
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3053
June 10 & 11, 2014
SUNY Alfred
Alfred
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_3064
June 17 & 18, 2014
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

Electricity Advanced - 2 Days

This course is for employees who have some familiarity with basic electricity. It presents participants with the more advanced terminology and practices used in the electrical trade. Participants will:

- Learn the basic principles of electricity and electronics
- Demonstrate effective troubleshooting skills for devices and circuits
- Identify proper safety equipment and procedures for working on various electrical systems
- Use measurement instruments to test electrical components and circuits

SLMS Class Code: P_OE_R1_3040
February 27 & 28, 2014
Belmont Lake State Park
Babylon
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_3006
March 18 & 19, 2014
SUNY Plattsburgh
Plattsburgh
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3051
April 15 & 16, 2014
De Veaux Woods State Park
Niagara Falls
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_3063
May 7 & 8, 2014
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3028
May 7 & 8, 2014
Franklin Correctional Facility
Malone
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_3091
June 11 & 12, 2014
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

Introduction to Green Technology - 1-Hour Webinar

This webinar provides an overview of green technology and related projects underway in New York State. It identifies the opportunities and benefits of incorporating wind, thermal, and solar energy into work and personal environments. The factors that drive the need for green technology and the fiscal and environmental benefits of adopting green business practices will also be covered. Participants will:

- Gain a basic understanding of green technology
- Become familiar with New York State's efforts to implement green technology
- Learn strategies for lowering energy consumption that may also save money
- Learn about the job opportunities created by green technology

SLMS Class Code: P_OE_R7_3071
March 13, 2014
Webinar
10:00 a.m. - 11:00 a.m.

Masonry Basics - 1 Day

Participants receive an introduction to basic masonry work and the use of a variety of materials including brick, stone, plaster, and concrete. Participants will:

- Learn the proper use of masonry materials
- Identify types and uses of masonry tools and equipment
- Demonstrate proper techniques for mixing mortar and laying concrete block

SLMS Class Code: P_OE_R2_3062
April 14, 2014
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_3094
May 6, 2014
Napanoch Volunteer Firehouse
Napanoch
9:00 a.m. - 4:30 p.m.

Masonry Advanced - 2 Days

This course is for employees who have some familiarity with basic masonry. It presents participants with the more advanced terminology and practices used in the masonry trade. Participants will:

- Learn the requirements for construction of various types of foundations
- Understand the characteristics, uses, and installation techniques for brick pavers on walkways and patios
- Identify the characteristics, uses, and installation techniques for brick arches

SLMS Class Code: P_OE_R1_3039
April 8 & 9, 2014
Jones Beach State Park
Wantagh
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_3096
June 3 & 4, 2014
Saratoga Spa State Park
Saratoga Springs
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3024
June 3 & 4, 2014
Utica State Office Building
Utica
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3052
June 12 & 13, 2014
De Veaux Woods State Park
Niagara Falls
9:00 a.m. - 4:30 p.m.

Plumbing Basics - 1 Day

This course introduces the fundamentals of plumbing and pipe fitting practices and describes how basic plumbing systems function. Participants will:

- Identify types of pipes and their fittings
- Use plumbing tools and equipment
- Learn the basic components of water and drainage systems
- Demonstrate effective troubleshooting skills on plumbing systems like toilets and faucets

SLMS Class Code: P_OE_R4_3018
April 29, 2014
Grafton Lakes State Park
Grafton
9:00 a.m. - 4:30 p.m.

Plumbing Advanced - 2 Days

This course is for employees who have some familiarity with basic plumbing. It teaches participants the more advanced terminology used in the plumbing trade. Participants will:

- Learn how hot and cold water systems work
- Plan and execute plumbing installation work
- Join, install, and support pipe
- Identify types of plumbing fixtures and appliances

SLMS Class Code: P_OE_R2_3058
February 11 & 12, 2014
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_2985
March 12 & 13, 2014
Eleanor Roosevelt State Office Building
Poughkeepsie
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3087
May 6 & 7, 2014
Perry Duryea State Office Building
Hauppauge
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3054
May 12 & 13, 2014
SUNY Buffalo
Buffalo
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3034
June 18 & 19, 2014
Department of Transportation
North Syracuse
9:00 a.m. - 4:30 p.m.

Small Engine Basics - 2 Days

Participants receive instruction in the maintenance, operation, and repair of chainsaw, lawnmower, and small groundskeeping equipment engines. The course also provides insight into the inner workings of ignition systems, carburetors, and clutches. Participants will:

- Learn the basic theory of two- and four-cycle gas powered engines
- Maintain, troubleshoot, and repair small gas powered engines
- Demonstrate engine cleaning and servicing techniques
- Carry out proper safety procedures for handling fuels, including proper labeling and storage

SLMS Class Code: P_OE_R3_3092
March 26 & 27, 2014
Napanoch Volunteer Firehouse
Napanoch
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3042
April 2 & 3, 2014
Connetquot River State Park
Oakdale
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_3095
April 9 & 10, 2014
Saratoga Spa State Park
Saratoga Springs
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3021
April 24 & 25, 2014
Utica State Office Building
Utica
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3065
May 20 & 21, 2014
SUNY Alfred
Wellsville
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_3060
June 5 & 6, 2014
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

Work Management

These courses help employees build the skills required to organize their work, deal effectively with the public and co-workers, and organize their thought processes to meet workplace challenges and situations. Participants learn practical solutions to everyday work issues.

Change: Making it Work - 1 Day

Revised

This course helps employees work creatively within the ever-changing workplace where limited resources are the norm. Participants can see change as a challenge, not a frustration, and view it as an opportunity for organizational and personal growth. Participants will:

- Identify common barriers to the acceptance of change and ways to overcome them
- Develop productive and positive responses to both unexpected and anticipated change
- Employ strategies to work with others to effectively complete tasks
- Maintain a high level of public service while facing increased workloads, tight deadlines, and reduced staffing

SLMS Class Code: P_OE_R4_3012
March 25, 2014
DOCCS Training Academy
Albany
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2997
April 17, 2014
CSEA Metropolitan Region Office
Manhattan
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3027
April 24, 2014
SUNY Potsdam
Potsdam
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3023
May 22, 2014
Utica State Office Building
Utica
9:00 a.m. - 4:30 p.m.

Getting Organized: Time, Tasks, and Life - 1 1/2 Hour Webinar

This webinar helps employees improve their organizational skills and learn to manage work assignments and personal responsibilities to improve their work and life balance. Participants will have an opportunity to share practical tips they have used and will reflect on how being better organized impacts the overall quality of their lives. Participants will:

- Develop a plan for getting and staying organized at work and at home
- Learn how to organize time and tasks
- Develop strategies for improving communication skills to obtain clarity around competing priorities

SLMS Class Code: P_OE_R7_3080
June 24, 2014
Webinar
12:00 p.m. - 1:30 p.m.

The Organized Office Worker - 1 Day

This course helps participants begin to organize their assignments, resources, and work areas to improve efficiency and productivity in today's office environment. Participants will develop strategies for managing varied responsibilities and workloads. This course incorporates basic time management principles and introduces participants to practical ways to prioritize tasks and improve their interactions with supervisors. Participants will:

- Develop practical ways to organize and manage their work
- Identify ways to manage competing priorities
- Learn how to effectively communicate with supervisors about tasks, priorities, and due dates

SLMS Class Code: P_OE_R4_3000
February 10, 2014
Office of the State Comptroller
Albany
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2978
February 25, 2014
Office of the State Comptroller
Manhattan
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_2989
March 13, 2014
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3014
March 27, 2014
SUNY Morrisville
Morrisville
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3056
April 22, 2014
SUNY Brockport
Brockport
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3088
May 15, 2014
Perry Duryea State Office Building
Hauppauge
9:00 a.m. - 4:30 p.m.

Writing Skills

These courses offer a complete range of written communication skills from basic grammar and punctuation, through organizing thoughts, to constructing paragraphs and simple reports. Courses are designed in a New York State context and provide ample practice time for skill development.

Basic Writing - A Creative Approach: Level 1 - 4 Days

This creative approach to writing course increases employees' comfort with the process. It requires no prior writing experience. Participants will learn how to plan, draft, and revise written documents that describe their work and personal experiences. Through weekly assignments, in-class writing, and feedback, the course will explore writing as a pathway to clear thinking, communication, and self-expression. The concepts learned in this course can also be used to improve on-the-job oral and writing assignments. Readings by published authors and working writers are included for inspiration. Participants will:

- Develop key aspects of good writing
- Recognize and apply different styles of writing
- Learn to express themselves more clearly, both orally and in writing
- Exhibit greater confidence in communicating

SLMS Class Code: P_OE_R1_3043
March 5, 12, 26 & April 2, 2014
CSEA Long Island Region Office
Commack
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3049
March 5, 12, 26 & April 2, 2014
NYS School for the Blind
Batavia
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3020
April 8, 15, 22 & 29, 2014
Utica State Office Building
Utica
9:00 a.m. - 4:30 p.m.

Basic Writing - A Creative Approach: Level 2 - 4 Days

This course will provide employees with the opportunity to actively practice their written communication skills. Participants will apply the knowledge and experience they gained from the prerequisite course: *Basic Writing – A Creative Approach: Level 1* to improve their on-the-job writing skills. Participants will gain confidence in their ability to express themselves using the written word through weekly and in-class writing assignments, and instructor feedback. Participants will:

- Learn to effectively convey their ideas in writing
- Increase their confidence in communicating both orally and in writing
- Understand the different styles of writing

Prerequisite: Participants must complete the *Basic Writing – A Creative Approach: Level 1* course.

SLMS Class Code: P_OE_R2_2976
February 10, 24; March 3 & 10, 2014
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

Building a Better Vocabulary - 1 Day

This course will help employees learn new words, their spellings, pronunciations, definitions, and how to use each correctly. This course is intended to improve employees' confidence in the use of vocabulary. Participants will:

- Strengthen vocabulary and verbal skills
- Expand their understanding and use of commonly misused words
- Demonstrate confidence in use of vocabulary at meetings and social settings

SLMS Class Code: P_OE_R3_2982
February 20, 2014
Eleanor Roosevelt State Office Building
Poughkeepsie
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_3050
April 8, 2014
SUNY Alfred
Alfred
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_3011
April 22, 2014
SUNY Albany
Albany
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_3008
May 20, 2014
Central New York DDSO
Rome
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_3089
June 19, 2014
Perry Duryea State Office Building
Hauppauge
9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_2987
June 26, 2014
Office of the State Comptroller
Manhattan
9:00 a.m. - 4:30 p.m.

Writing Effectively - 1 1/2 Hour Webinar

This interactive webinar will help participants learn techniques for planning and organizing their writing. Participants will review writing samples and discuss ways to improve them. After the webinar, participants will submit their writing samples to the instructor for individual

assistance and constructive feedback. Participants will: • Identify methods for preparing to write • Choose appropriate vocabulary based on audience, purpose, etc. • Write clear and concise sentences **SLMS Class Code: P_OE_R7_3072** **March 20, 2014** *Webinar* 10:00 a.m. - 11:30 a.m. **Note:** The number of participants for this webinar will be limited so that the instructor can provide individual assistance and feedback as part of the post-webinar work.		

Long Island Region 1

February 11 & 12, 2014
Blueprint Reading Fundamentals
SUNY Old Westbury
Old Westbury
9:00 a.m. - 4:30 p.m.

February 12, 2014
Computer Basics
Long Island DDSO
Hauppauge
9:00 a.m. - 4:30 p.m.

February 27 & 28, 2014
Electricity Advanced
Belmont Lake State Park
Babylon
9:00 a.m. - 4:30 p.m.

March 4, 2014
Introduction to Accounting
Long Island DDSO
Hauppauge
9:00 a.m. - 4:30 p.m.

March 5, 12, 26 & April 2, 2014
Basic Writing: A Creative Approach: Level 1
CSEA Long Island Region Office
Commack
9:00 a.m. - 4:30 p.m.

April 1, 2014
Carpentry Basics
Connetquot River State Park
Oakdale
9:00 a.m. - 4:30 p.m.

April 2 & 3, 2014
Small Engine Basics
Connetquot River State Park
Oakdale
9:00 a.m. - 4:30 p.m.

April 8 & 9, 2014
Masonry Advanced
Jones Beach State Park
Wantagh
9:00 a.m. - 4:30 p.m.

April 24 & 25, 2014
Air-Conditioning and Refrigeration Advanced
Belmont Lake State Park
Babylon
9:00 a.m. - 4:30 p.m.

April 24, 2014
Customer Service
Jones Beach State Park
Wantagh
9:00 a.m. - 4:30 p.m.

May 1, 2014
Workplace Social Skills
SUNY Old Westbury
Old Westbury
9:00 a.m. - 4:30 p.m.

May 6 & 7, 2014
Plumbing Advanced
Perry Duryea State Office Building
Hauppauge
9:00 a.m. - 4:30 p.m.

May 7, 2014
Getting Started on a Healthier Lifestyle
CSEA Long Island Region Office
Commack
9:00 a.m. - 4:30 p.m.

May 8, 2014
Dealing with Stress
SUNY Old Westbury
Old Westbury
9:00 a.m. - 4:30 p.m.

May 13, 2014
Conflict Resolution: How to Be Your Own Mediator
Long Island DDSO
Hauppauge
9:00 a.m. - 4:30 p.m.

May 15, 2014
The Organized Office Worker
Perry Duryea State Office Building
Hauppauge
9:00 a.m. - 4:30 p.m.

June 19, 2014
Building a Better Vocabulary
Perry Duryea State Office Building
Hauppauge
9:00 a.m. - 4:30 p.m.

Metropolitan Region 2

February 10, 24; March 3 & 10, 2014
Basic Writing: A Creative Approach: Level 2
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

February 11 & 12, 2014
Plumbing Advanced
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

February 25, 2014
Computer Basics
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

February 25, 2014
The Organized Office Worker
Office of the State Comptroller
Manhattan
9:00 a.m. - 4:30 p.m.

March 4 & 5, 2014
Air-Conditioning and Refrigeration Advanced
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

March 19, 2014
Customer Service
Workers' Compensation Board
Queens
9:00 a.m. - 4:30 p.m.

March 25 & 26, 2014
Blueprint Reading Fundamentals
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

April 14, 2014
Masonry Basics
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

April 17, 2014
Change: Making it Work
CSEA Metropolitan Region Office
Manhattan
9:00 a.m. - 4:30 p.m.

May 7 & 8, 2014
Electricity Advanced
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

May 8, 2014
Introduction to Accounting
Office of the State Comptroller
Manhattan
9:00 a.m. - 4:30 p.m.

May 12, 19; June 2, 9, 16 & 23, 2014
Conversational Spanish
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

May 20, 27; June 3, 10, 17 & 24, 2014
Focus on Pronunciation: Level 2
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

June 5 & 6, 2014
Small Engine Basics
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

June 11, 2014
Your Work Matters: Pride in Public Service
CSEA Metropolitan Region Office
Manhattan
9:00 a.m. - 4:30 p.m.

June 12, 2014
Conflict Resolution: How to Be Your Own Mediator
CSEA Metropolitan Region Office
Manhattan
9:00 a.m. - 4:30 p.m.

June 13, 2014
Being an Effective Team Member
Workers' Compensation Board
Queens
9:00 a.m. - 4:30 p.m.

June 17 & 18, 2014
Carpentry Advanced
Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

June 18, 2014
Getting Started on a Healthier Lifestyle
CSEA Metropolitan Region Office
Manhattan
9:00 a.m. - 4:30 p.m.

June 19, 2014
Dealing with Feedback
Office of the State Comptroller
Manhattan
9:00 a.m. - 4:30 p.m.

June 26, 2014
Building a Better Vocabulary
Office of the State Comptroller
Manhattan
9:00 a.m. - 4:30 p.m.

Southern Region 3

February 20, 2014
Building a Better Vocabulary
Eleanor Roosevelt State Office Building
Poughkeepsie
9:00 a.m. - 4:30 p.m.

February 24, 2014
Computer Basics
Eleanor Roosevelt State Office Building
Poughkeepsie
9:00 a.m. - 4:30 p.m.

March 6, 2014
Conflict Resolution: How to Be Your Own Mediator
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

March 12 & 13, 2014
Plumbing Advanced
Eleanor Roosevelt State Office Building
Poughkeepsie
9:00 a.m. - 4:30 p.m.

March 13, 2014
The Organized Office Worker
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

March 18, 2014
Getting Started on a Healthier Lifestyle
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

March 26 & 27, 2014
Small Engine Basics
Napanoch Volunteer Firehouse
Napanoch
9:00 a.m. - 4:30 p.m.

April 16, 2014
Carpentry Basics
Napanoch Volunteer Firehouse
Napanoch
9:00 a.m. - 4:30 p.m.

April 22 & 23, 2014
Air-Conditioning and Refrigeration Advanced
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

April 29, 2014
Dealing with Stress
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

May 6, 2014
Masonry Basics
Napanoch Volunteer Firehouse
Napanoch
9:00 a.m. - 4:30 p.m.

May 13 & 14, 2014
Blueprint Reading Fundamentals
Eleanor Roosevelt State Office Building
Poughkeepsie
9:00 a.m. - 4:30 p.m.

May 16, 2014
Customer Service
Office of Children and Family Services
Spring Valley
9:00 a.m. - 4:30 p.m.

June 11 & 12, 2014
Electricity Advanced
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

Capital Region 4

February 5, 2014
Getting Started on a Healthier Lifestyle
Environmental Conservation
Schenectady
9:00 a.m. - 4:30 p.m.

February 10, 2014
The Organized Office Worker
Office of the State Comptroller
Albany
9:00 a.m. - 4:30 p.m.

February 19, 2014
Customer Service
Office of the State Comptroller
Albany
9:00 a.m. - 4:30 p.m.

February 25, 2014
Dealing with Stress
Taxation and Finance
Latham
9:00 a.m. - 4:30 p.m.

February 25, 2014
Workplace Social Skills
Workers' Compensation Board
Menands
9:00 a.m. - 4:30 p.m.

February 26, 2014
Conflict Resolution: How to Be Your Own Mediator
Environmental Conservation
Schenectady
9:00 a.m. - 4:30 p.m.

March 18 & 19, 2014
Electricity Advanced
SUNY Plattsburgh
Plattsburgh
9:00 a.m. - 4:30 p.m.

March 25, 2014
Change: Making it Work
DOCCS Training Academy
Albany
9:00 a.m. - 4:30 p.m.

March 26, 2014
Computer Basics
SUNY Plattsburgh
Plattsburgh
9:00 a.m. - 4:30 p.m.

April 9 & 10, 2014
Small Engine Basics
Saratoga Spa State Park
Saratoga Springs
9:00 a.m. - 4:30 p.m.

April 22, 2014
Building a Better Vocabulary
SUNY Albany
Albany
9:00 a.m. - 4:30 p.m.

April 29, 2014
Plumbing Basics
Grafton Lakes State Park
Grafton
9:00 a.m. - 4:30 p.m.

May 1, 2014
Carpentry Basics
Grafton Lakes State Park
Grafton
9:00 a.m. - 4:30 p.m.

May 5 & 6, 2014
Air-Conditioning and Refrigeration Advanced
Saratoga Spa State Park
Saratoga Springs
9:00 a.m. - 4:30 p.m.

May 6 & 7, 2014
Blueprint Reading Fundamentals
Grafton Lakes State Park
Grafton
9:00 a.m. - 4:30 p.m.

May 9, 16, 30; June 6, 13 & 20, 2014
Conversational Spanish
Workers' Compensation Board
Menands
9:00 a.m. - 4:30 p.m.

May 21, 28; June 4, 11, 18 & 25, 2014
Focus on Pronunciation: Level 2
Agriculture and Markets
Latham
9:00 a.m. - 4:30 p.m.

May 23, 2014
Being an Effective Team Member
Agriculture and Markets
Albany
9:00 a.m. - 4:30 p.m.

May 28, 2014
Dealing with Feedback
DOCCS Training Academy
Albany
9:00 a.m. - 4:30 p.m.

May 29, 2014
Your Work Matters: Pride in Public Service
Environmental Conservation
Schenectady
9:00 a.m. - 4:30 p.m.

June 3 & 4, 2014
Masonry Advanced
Saratoga Spa State Park
Saratoga Springs
9:00 a.m. - 4:30 p.m.

June 5, 2014
Introduction to Accounting
Taxation and Finance
Latham
9:00 a.m. - 4:30 p.m.

June 24, 2014
Influencing with Confidence
DOCCS Training Academy
Albany
9:00 a.m. - 4:30 p.m.

Central Region 5

March 13, 2014
Computer Basics
Central New York DDSO
Rome
9:00 a.m. - 4:30 p.m.

March 18, 2014
Conflict Resolution: How to Be Your Own Mediator
Central New York DDSO
Syracuse
9:00 a.m. - 4:30 p.m.

March 27, 2014
The Organized Office Worker
SUNY Morrisville
Morrisville
9:00 a.m. - 4:30 p.m.

March 31, 2014
Getting Started on a Healthier Lifestyle
Central New York DDSO
Syracuse
9:00 a.m. - 4:30 p.m.

March 31, 2014
Workplace Social Skills
Greater Binghamton Health Center
Binghamton
9:00 a.m. - 4:30 p.m.

April 8, 15, 22 & 29, 2014
Basic Writing: A Creative Approach: Level 1
Utica State Office Building
Utica
9:00 a.m. - 4:30 p.m.

April 24, 2014
Change: Making it Work
SUNY Potsdam
Potsdam
9:00 a.m. - 4:30 p.m.

April 24 & 25, 2014
Small Engine Basics
Utica State Office Building
Utica
9:00 a.m. - 4:30 p.m.

May 7 & 8, 2014
Electricity Advanced
Franklin Correctional Facility
Malone
9:00 a.m. - 4:30 p.m.

May 20, 2014
Building a Better Vocabulary
Central New York DDSO
Rome
9:00 a.m. - 4:30 p.m.

May 22, 2014
Change: Making it Work
Utica State Office Building
Utica
9:00 a.m. - 4:30 p.m.

June 3 & 4, 2014
Air-Conditioning and Refrigeration Advanced
SUNY Binghamton
Binghamton
9:00 a.m. - 4:30 p.m.

June 3 & 4, 2014
Blueprint Reading Fundamentals
Hutchings Psychiatric Center
Syracuse
9:00 a.m. - 4:30 p.m.

June 3 & 4, 2014
Masonry Advanced
Utica State Office Building
Utica
9:00 a.m. - 4:30 p.m.

June 5 & 6, 2014
Carpentry Advanced
SUNY Binghamton
Binghamton
9:00 a.m. - 4:30 p.m.

June 18 & 19, 2014
Plumbing Advanced
Department of Transportation
North Syracuse
9:00 a.m. - 4:30 p.m.

June 26, 2014
Customer Service
SUNY Cortland
Cortland
9:00 a.m. - 4:30 p.m.

Western Region 6

February 5, 2014
Introduction to Accounting
Buffalo Psychiatric Center
Buffalo
9:00 a.m. - 4:30 p.m.

February 18 & 19, 2014
Blueprint Reading Fundamentals
Department of Transportation
Rochester
9:00 a.m. - 4:30 p.m.

March 4, 2014
Dealing with Stress
Western New York DDSO
West Seneca
9:00 a.m. - 4:30 p.m.

March 5, 12, 26 & April 2, 2014
Basic Writing: A Creative Approach: Level 1
NYS School for the Blind
Batavia
9:00 a.m. - 4:30 p.m.

April 8, 2014
Building a Better Vocabulary
SUNY Alfred
Alfred
9:00 a.m. - 4:30 p.m.

April 15 & 16, 2014
Electricity Advanced
De Veaux Woods State Park
Niagara Falls
9:00 a.m. - 4:30 p.m.

April 22, 2014
The Organized Office Worker
SUNY Brockport
Brockport
9:00 a.m. - 4:30 p.m.

April 30, 2014
Getting Started on a Healthier Lifestyle
Buffalo Psychiatric Center
Buffalo
9:00 a.m. - 4:30 p.m.

May 12 & 13, 2014
Plumbing Advanced
SUNY Buffalo
Buffalo
9:00 a.m. - 4:30 p.m.

May 20 & 21, 2014
Small Engine Basics
SUNY Alfred
Wellsville
9:00 a.m. - 4:30 p.m.

June 10 & 11, 2014
Carpentry Advanced
SUNY Alfred
Alfred
9:00 a.m. - 4:30 p.m.

June 12 & 13, 2014
Masonry Advanced
De Veaux Woods State Park
Niagara Falls
9:00 a.m. - 4:30 p.m.

June 17, 2014
Air-Conditioning and Refrigeration Basics
Department of Transportation
Rochester
9:00 a.m. - 4:30 p.m.

June 19, 2014
Computer Basics
SUNY Brockport
Brockport
9:00 a.m. - 4:30 p.m.

June 26, 2014
Customer Service
Department of Transportation
Mayville
9:00 a.m. - 4:30 p.m.

Statewide Webinars

February 4, 2014
College Credit: Alternative Ways to Save Money
10:00 a.m. - 11:00 a.m.

February 6, 2014
Designing Dynamic PowerPoint Presentations
10:00 a.m. - 11:00 a.m.

February 6, 2014
Understanding Today's Computer
1:00 p.m. - 2:00 p.m.

February 26, 2014
Study Skills
11:00 a.m. - 12:00 p.m.

March 6, 2014
Internet Research Skills
10:00 a.m. - 11:00 a.m.

March 13, 2014
Introduction to Green Technology
10:00 a.m. - 11:00 a.m.

March 20, 2014
Writing Effectively
10:00 a.m. - 11:30 a.m.

March 25, 2014
Understanding Today's Computer
10:00 a.m. - 11:00 a.m.

March 25, 2014
Designing Dynamic PowerPoint Presentations
1:00 p.m. - 2:00 p.m.

April 9, 2014
Using the Merit System
12:00 p.m. - 1:30 p.m.

April 16, 2014
Using the Tuition Benefits Program
10:00 a.m. - 11:30 a.m.

April 23, 2014
Career Options within NYS Government Using GOT-IT
12:00 p.m. - 1:00 p.m.

May 8, 2014
College Credit: Alternative Ways to Save Money
10:00 a.m. - 11:00 a.m.

May 27, 2014
Internet Research Skills
2:00 p.m. - 3:00 p.m.

June 24, 2014
Getting Organized: Time, Tasks, and Life
12:00 p.m. - 1:30 p.m.

NOTES

NYS & CSEA Partnership for Education and Training

SKILLS FOR SUCCESS
COURSE APPLICATION FORM

APPLICANT INFORMATION

Directions for completing this form are on the next page. Please type or print.

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: ____ ____ ____ ____ ____ ____ ____ ____ ____ ____

Current Job Title **Grade**

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 (MC)*****
47 = Division of Military & Naval Affairs (DMNA)
Other _____

***** Select PS&T and MC employees are eligible to attend *Skills for Success* classes in limited course categories. See #4 on reverse side of this application form for more details.

– OR –

Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees (circle NS):

NS = Non-state CSEA-represented

Name of Agency or Organization

Facility

Home Mailing Address

Street

City **State** **Zip Code**

Daytime Phone ( )

Daytime Fax ( )

Email Address (Required for webinar courses)

Reasonable Accommodation: ☐ Please check if you have a disability that requires a reasonable accommodation to participate in *Skills for Success* courses. A Partnership staff member will contact you for further information.

COURSE INFORMATION

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

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 and Job Title (Print or Type)	Supervisor's Signature	
Supervisor's Email	Supervisor's Phone Number	Date

Please 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

DIRECTIONS FOR COMPLETING APPLICATION FORM

1. Please type or print legibly.
2. Complete each line of the form. Incomplete or incorrectly completed forms may require us to return your application to you for completion or correction.
3. Enter your Employee Identification Number.
4. Negotiating Unit – Employees are eligible to attend *Skills for Success* if they are:

   A CSEA-represented New York State (NYS) employees 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, math skills, work management, and writing skills 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, math skills, work management, and writing skills categories.

   - OR -

   CSEA-represented employees working in local government, school districts, state authorities, or the private sector, as space permits.

   Please circle the correct bargaining unit if you are a NYS government employee.

   Please circle "NS" if you are working in local government, school districts, state authorities, or the private sector.
5. 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 Town of Colonie Parks Department), if applicable.
6. Enter your complete mailing address.
7. If you are applying for a webinar, you must include an email address.
8. If you are a person with a disability and require a reasonable accommodation to participate in a class, check the box provided and a Partnership staff member will contact you.
9. **Applications must be signed and dated by your supervisor** if the class occurs during your regular work hours. If you are accepted into a class, please notify your supervisor. Do not attend the class unless you receive notification from the Partnership.
10. 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

    For further assistance, call us at (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region.

NYS & CSEA Partnership for Education and Training

SKILLS FOR SUCCESS
COURSE APPLICATION FORM

APPLICANT INFORMATION

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Supervisor's Email	Supervisor's Phone Number	Date

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   - OR -

   A NYS employee in a Management/Confidential (MC/06) clerical or secretarial title may attend courses, as space permits, in the interpersonal communication, math skills, work management, and writing skills categories.

   - OR -

   CSEA-represented employees working in local government, school districts, state authorities, or the private sector, as space permits.

   Please circle the correct bargaining unit if you are a NYS government employee.

   Please circle "NS" if you are working in local government, school districts, state authorities, or the private sector.
5. 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 Town of Colonie Parks Department), if applicable.
6. Enter your complete mailing address.
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The NYS & CSEA Partnership for Education and Training does not discriminate on the basis of age, race, creed, color, national origin, sexual orientation, gender identity, military status, sex, disability, predisposing genetic characteristics, marital status, or domestic violence victim status in employment, admission, or access to its programs or activities. Reasonable accommodation will be provided on request. The State of New York is an Equal Opportunity Employer.

Corporate Plaza East - Suite 502
240 Washington Avenue Extension
Albany, New York 12203

Email: learning@nyscseapartnership.org

Website: www.nyscseapartnership.org

Facebook: www.facebook.com/nyscseapartnership

Phone: (518) 486-7814
(800) 253-4332 (for areas outside the Capital Region)

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