



# **SKILLS FOR SUCCESS**

**Courses for CSEA-represented employees**

## **Webinars - Spring 2015**

***Study Skills (SLMS Class Code: P\_OE\_R7\_3395)***

February 10, 2015 • 11:00 a.m. - 12:00 p.m.

***Understanding Today's Computer (SLMS Class Code: P\_OE\_R7\_3415)***

February 18, 2015 • 10:00 a.m. - 11:00 a.m.

***Designing Dynamic PowerPoint Presentations (SLMS Class Code: P\_OE\_R7\_3396)***

February 18, 2015 • 1:00 p.m. - 2:00 p.m.

***Writing Effectively (SLMS Class Code: P\_OE\_R7\_3397)***

February 24, 2015 • 1:00 p.m. - 2:30 p.m.

***Job Etiquette (SLMS Class Code: P\_OE\_R7\_3398)***

March 3, 2015 • 2:00 p.m. - 3:00 p.m.

***Getting Organized: Time, Tasks, and Life (SLMS Class Code: P\_OE\_R7\_3399)***

March 5, 2015 • 1:00 p.m. - 2:30 p.m.

***You and Your Finances (SLMS Class Code: P\_OE\_R7\_3400)***

March 12, 19 & 26, 2015 • 10:00 a.m. - 11:00 a.m. (NOTE: March 19: 10:00 a.m. - 11:30 p.m.)

***Using the Tuition Benefits Program (SLMS Class Code: P\_OE\_R7\_3407)***

April 8, 2015 • 10:00 a.m. - 11:30 a.m.

***College Credit: Alternative Ways to Save Money (SLMS Class Code: P\_OE\_R7\_3409)***

April 22, 2015 • 10:00 a.m. - 11:00 a.m.

***Introduction to Green Technology (SLMS Class Code: P\_OE\_R7\_3411)***

April 28, 2015 • 10:00 a.m. - 11:00 a.m.

***Internet Research Skills (SLMS Class Code: P\_OE\_R7\_3413)***

May 1, 2015 • 10:00 a.m. - 11:00 a.m.

***Best Practices in Resume and Interview Preparation (SLMS Class Code: P\_OE\_R7\_3416)***

May 20, 2015 • 10:00 a.m. - 11:00 a.m.

**[www.nyscseapartnership.org](http://www.nyscseapartnership.org)**

- See reverse side for application form -

**APPLICANT INFORMATION**

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:** \_\_\_\_\_

**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 the interpersonal communication, math skills, work management, and writing skills categories.

– **OR** –

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

**NS** = Non-state CSEA-represented

**Current Job Title**

**Grade**

**Name of Agency or Organization**

**Facility**

**Daytime Phone** (      )

**Email Address**

**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.		

**IMPORTANT NOTICE**

If you enroll for a course and do not receive a notification 10 days before the course is scheduled, please call the Partnership at (518) 486-7814 or, for areas outside the Capital Region, call (800) 253-4332.

**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

**NOTE:** Course registration deadlines are three weeks before the first day of the course.