

# Summer Webinars

For CSEA-represented NYS Employees

## **Professional Email That Gets Results**

July 1, 2020 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P\_OE\_R7\_5142)



## **Using Credit Wisely**

July 7, 2020 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P\_OE\_R7\_5143)



## **Problem Solving: A Six Step Process**

July 8, 2020 • 3:00 p.m. - 4:00 p.m. (SLMS Class Code: P\_OE\_R7\_5144)



## **Understanding Today's Computer**

July 9, 2020 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P\_OE\_R7\_5145)



## **Job Etiquette**

July 14, 2020 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P\_OE\_R7\_5146)



## **Merit System: Examinations and Eligible Lists**

July 15, 2020 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P\_OE\_R7\_5147)



## **Expanding Your Vocabulary**

July 16, 2020 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P\_OE\_R7\_5148)



## **Internet Research Skills**

July 21, 2020 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P\_OE\_R7\_5149)



## **Addressing Conflict in Customer Relations**

July 22, 2020 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P\_OE\_R7\_5150)



## **Microsoft Outlook: Organizing and Managing Your Email**

July 23, 2020 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P\_OE\_R7\_5151)



## Workforce Development Competencies Key:



Computer Skills and Technology



Professionalism and Self-Management



Critical Thinking, Problem-Solving, and Math



Trades, Safety, and Risk Management



Interpersonal and Customer Relations



Verbal and Written Communication



More Webinars on Reverse Side



**Career Options Within NYS Government Using GOT-IT**

July 28, 2020 • 7:00 a.m. - 8:00 a.m. (SLMS Class Code: P\_OE\_R7\_5152)



**Using the Tuition Benefits Program**

July 29, 2020 • 1:00 p.m. - 2:30 p.m. (SLMS Class Code: P\_OE\_R7\_5153)



**Introduction to Critical Thinking**

July 30, 2020 • 1:00 p.m. - 2:00 p.m. (SLMS Class Code: P\_OE\_R7\_5154)



**Essentials of Report Writing**

August 4, 2020 • 3:00 p.m. - 4:00 p.m. (SLMS Class Code: P\_OE\_R7\_5155)



**Better Team Skills**

August 5, 2020 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P\_OE\_R7\_5157)



**Microsoft Outlook: Managing Contacts and Tasks**

August 6, 2020 • 10:00 a.m. - 11:00 a.m. (SLMS Class Code: P\_OE\_R7\_5156)



**Workforce Development Competencies Key:**



Computer Skills and Technology



Professionalism and Self-Management



Critical Thinking, Problem-Solving, and Math



Trades, Safety, and Risk Management



Interpersonal and Customer Relations



Verbal and Written Communication

***DON'T STOP LEARNING!  
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# 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 \_\_\_\_\_

- OR -

**Non-state CSEA-represented Employee** – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here .

\* Select PS&T and M/C employees serving a probationary period in a transition title or traineeship supported by the Partnership are eligible to attend the *Addressing Conflict in Customer Relations, Better Team Skills, Essentials of Report Writing, Expanding Your Vocabulary, Introduction to Critical Thinking, Job Etiquette, Problem Solving: A Six Step Process, and Professional Email That Gets Results* webinars, as space permits.

NOTE: M/C employees in a clerical or secretarial title are eligible to attend any webinar, as space permits.

**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.		

## SUPERVISOR APPROVAL

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

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 first day of the webinar.