**SKILLS FOR SUCCESS**
Courses for CSEA-represented employees

**CSEA Capital Region 4 - Spring 2015**

*Dealing with Difficult Behaviors (SLMS Class Code: P_OE_R4_3343)*  
February 26, 2015 • 9:00 a.m. - 4:30 p.m. • Workers’ Compensation Board • Menands

*Plumbing Advanced (SLMS Class Code: P_OE_R4_3331)*  
March 4 & 5, 2015 • 9:00 a.m. - 4:30 p.m. • Dept. of Environmental Conservation • Schenectady

*Basic Writing - A Creative Approach: Level 2 (SLMS Class Code: P_OE_R4_3425)*  
March 17, 24, 31 & April 7, 2015 • 9:00 a.m. - 4:30 p.m. • Capital District DDSO • Schenectady

*Introduction to Accounting (SLMS Class Code: P_OE_R4_3344)*  
March 18, 2015 • 9:00 a.m. - 4:30 p.m. • Dept. of Environmental Conservation • Schenectady

*Dealing with Feedback (SLMS Class Code: P_OE_R4_3419)*  
March 24, 2015 • 9:00 a.m. - 4:30 p.m. • Workers’ Compensation Board • Menands

*Air Conditioning and Refrigeration Basics (SLMS Class Code: P_OE_R4_3340)*  
April 9, 2015 • 9:00 a.m. - 4:30 p.m. • Clinton Correctional Facility • Dannemora

*Workplace Social Skills (SLMS Class Code: P_OE_R4_3329)*  
April 13, 2015 • 8:30 a.m. - 4:00 p.m. • Dept. of Environmental Conservation • Ray Brook

*Focus on Pronunciation: Level 1 (SLMS Class Code: P_OE_R4_3424)*  
April 13, 20, 27; May 4, 11 & 18, 2015 • 9:00 a.m. - 4:30 p.m. • Dept. of Agriculture & Markets

*Masonry Basics (SLMS Class Code: P_OE_R4_3339)*  
April 16, 2015 • 8:30 a.m. - 4:00 p.m. • Saratoga Spa State Park • Saratoga Springs

*Blueprint Reading Fundamentals (SLMS Class Code: P_OE_R4_3327)*  
April 21 & 22, 2015 • 9:00 a.m. - 4:30 p.m. • Capital District DDSO • Schenectady

*Introduction to Accounting (SLMS Class Code: P_OE_R4_3341)*  
April 23, 2015 • 9:00 a.m. - 12:15 p.m. • Clinton Correctional Facility • Dannemora

**NOTE:** Course registration deadlines are three weeks before the first day of the course.  
If you register 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 (800) 253-4332.

[www.nyscseapartnership.org](http://www.nyscseapartnership.org)
Courses for CSEA-represented employees

**Computer Basics (SLMS Class Code: P_OE_R4_3417)**
April 30, 2015 • 9:00 a.m. - 4:30 p.m. • Dept. of Labor • Albany

**Dealing with Stress (SLMS Class Code: P_OE_R4_3333)**
May 1, 2015 • 9:00 a.m. - 4:30 p.m. • CSEA WORK Institute • Latham

**Electricity Advanced (SLMS Class Code: P_OE_R4_3414)**
May 5 & 6, 2015 • 9:00 a.m. - 4:30 p.m. • Greene Correctional Facility • Coxsackie

**Writing for Clarity (SLMS Class Code: P_OE_R4_3335)**
May 7, 2015 • 9:00 a.m. - 12:15 p.m. • CSEA WORK Institute • Latham

**Organizing Your Writing (SLMS Class Code: P_OE_R4_3334)**
May 7, 2015 • 1:15 p.m. - 4:30 p.m. • CSEA WORK Institute • Latham

**Being an Effective Team Member (SLMS Class Code: P_OE_R4_3336)**
May 13, 2015 • 9:00 a.m. - 4:30 p.m. • CSEA WORK Institute • Latham

**Blueprint Reading Fundamentals (SLMS Class Code: P_OE_R4_3332)**
May 20 & 21, 2015 • 8:30 a.m. - 4:00 p.m. • Great Meadow Correctional Facility • Comstock

**Your Work Matters: Pride in Public Service (SLMS Class Code: P_OE_R4_3330)**
June 4, 2015 • 9:00 a.m. - 4:30 p.m. • Dept. of Environmental Conservation • Ray Brook

**Experiencing and Managing Workplace Anger (SLMS Class Code: P_OE_R4_3328)**
June 10, 2015 • 8:30 a.m. - 4:00 p.m. • Dept. of Agriculture & Markets • Albany

**Customer Service (SLMS Class Code: P_OE_R4_3337)**
June 10, 2015 • 9:00 a.m. - 4:30 p.m. • CSEA WORK Institute • Latham

**Building Effective Work Relationships (SLMS Class Code: P_OE_R4_3338)**
June 11, 2015 • 9:00 a.m. - 4:30 p.m. • CSEA WORK Institute • Latham

**NOTE:** Course registration deadlines are three weeks before the first day of the course. If you register 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 (800) 253-4332.

www.nyseapartnership.org
## 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: ____ ____ ____ ____ ____ ____ ____ ____ ____

### 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 #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

### 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

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<th>Course Title</th>
<th>Course Date</th>
<th>SLMS Class Code</th>
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### 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).

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<thead>
<tr>
<th>Supervisor’s Name and Job Title (Print or Type)</th>
<th>Supervisor’s Signature</th>
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<th>Supervisor’s Email</th>
<th>Supervisor’s Phone Number</th>
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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.
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. Please include your email address.

7. 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.

8. **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.

   **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.

9. 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