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

- See reverse side for application form -
# SKILLS FOR SUCCESS
## COURSE 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:** __ __ __ __ __ __ __ __ __ __

<table>
<thead>
<tr>
<th>Negotiating Unit</th>
<th>Current Job Title</th>
<th>Grade</th>
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<tbody>
<tr>
<td>New York State Government Employees (circle one):</td>
<td>Name of Agency or Organization</td>
<td>Facility</td>
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<td>02 = Administrative Services Unit (ASU)</td>
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<td>03 = Operational Services Unit (OSU)</td>
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<td>04 = Institutional Services Unit (ISU)</td>
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<td>05 = Professional, Scientific &amp; Technical (PS&amp;T)*</td>
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<td>06 = Management/Confidential (M/C)*</td>
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<td>47 = Division of Military &amp; Naval Affairs (DMNA)</td>
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<td>Other</td>
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* 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.

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**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

<table>
<thead>
<tr>
<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).

<table>
<thead>
<tr>
<th>Supervisor’s Name and Job Title (Print or Type)</th>
<th>Supervisor’s Signature</th>
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<tr>
<th>Supervisor’s Email</th>
<th>Supervisor’s Phone Number</th>
<th>Date</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.