



## MEMORANDUM

TO: Directors of Human Resources

FROM: Jeannine Morell, Co-Director  
Karen Chase-Corcoran, Co-Director

DATE: April 17, 2019

SUBJECT: Online Learning Certificate Programs

The NYS & CSEA Partnership for Education and Training (Partnership) is pleased to announce two new online learning certificate programs for CSEA-represented New York State employees.

The *Building Conflict Resolution Skills Certificate Program* provides a self-directed way for employees to enhance their ability to resolve conflict in the workplace. Employees can apply for this program between April 25, 2019 and September 27, 2019. In order to earn a certificate, participants must successfully complete all required courses between April 25, 2019 and September 30, 2019.

The *Microsoft Office 2016 Generalist Certificate Program* is a learning opportunity for employees who are looking to enhance their knowledge and develop their skills in Microsoft Office 2016 suite of applications. Employees can apply for this program between April 25, 2019 and September 27, 2019. In order to earn a certificate, participants must successfully complete all required courses between April 25, 2019 and September 30, 2019.

Please distribute the attached promotional flyers to your managers, supervisors, and CSEA-represented employees. Additionally, consider announcing these training opportunities on your agency intranet, with a link to the Partnership's website at [www.nyscseapartnership.org](http://www.nyscseapartnership.org).

Space in these statewide programs is limited. Please encourage employees to apply as soon as possible. For further information, please contact the Partnership at (518) 486-7814 or email [learning@nyscseapartnership.org](mailto:learning@nyscseapartnership.org).

Attachments