

SKILLS FOR SUCCESS

Courses for CSEA-represented employees



• • • • • CSEA Western Region 6 - Fall 2019 • • • • •

Electricity Advanced (SLMS Class Code: P_OE_R6_4847)
September 18 & 19, 2019 • Department of Transportation • Mayville



Carpentry Advanced (SLMS Class Code: P_OE_R6_4846)
September 24 & 25, 2019 • Letchworth State Park • Castile



Plumbing Advanced (SLMS Class Code: P_OE_R6_4849)
September 26 & 27, 2019 • Western New York DDSO • West Seneca



Stress in the Workplace (SLMS Class Code: P_OE_R6_4835)
October 22, 2019 • Veterans' Home at Batavia • Batavia



Energy Conservation: Alternative Technologies and Sustainability (P_OE_R6_4848)
October 22, 2019 • SUNY Buffalo • Buffalo



Air Conditioning and Refrigeration: EPA Section 608 Certification (P_OE_R6_4898)
October 22 & 23, 2019 • Ganondagan State Historic Site • Victor



Successful Business Writing (SLMS Class Code: P_OE_R6_4844)
October 29, 2019 • SUNY Buffalo • Buffalo



Grammar and Punctuation (SLMS Class Code: P_OE_R6_4843)
November 6, 2019 • Western New York DDSO • West Seneca



Introduction to Data Analysis (SLMS Class Code: P_OE_R6_4842)
November 7, 2019 • Department of Transportation • Mayville



Practical Skills for Resolving Conflict (SLMS Class Code: P_OE_R6_4840)
November 13, 2019 • 9:00 a.m. - 1:00 p.m. • Western New York DDSO • West Seneca



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

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Building Better Work Relationships (SLMS Class Code: P_OE_R6_4839)

November 18, 2019 • Rochester Psychiatric Center • Rochester



Air Conditioning and Refrigeration: EPA Section 608 Certification (P_OE_R6_4845)

November 20 & 21, 2019 • SUNY Buffalo • Buffalo



Introduction to Accounting (SLMS Class Code: P_OE_R6_4841)

November 21, 2019 • Department of Transportation • Rochester



Microsoft Excel 2016 Intermediate (SLMS Class Code: P_OE_R6_4834)

November 26, 2019 • Department of Transportation • Rochester



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Critical Thinking, Problem-Solving, and Math



Trades, Safety, and Risk Management



Interpersonal and Customer Relations



Verbal and Written Communication

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 _____

* Select PS&T and M/C employees are eligible to attend *Skills for Success* classes in select course categories.

- OR -

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

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

Title	Date(s)	SLMS Class Code
1.		
2.		
3.		
4.		
5.		

SUPERVISOR APPROVAL

By signing this application I grant this employee release time, without charge to leave credits, to attend the entire course(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 course.