

SKILLS FOR SUCCESS

Courses for CSEA-represented employees

• • • • CSEA Central Region 5 - Fall 2019 • • • • •

Plumbing Advanced (SLMS Class Code: P_OE_R5_4893)
September 9 & 10, 2019 • Taughannock Falls State Park • Trumansburg



Carpentry Basics (SLMS Class Code: P_OE_R5_4894)
September 17, 2019 • Robert H. Treman State Park • Ithaca



Small Engine Basics (SLMS Class Code: P_OE_R5_4897)
September 18 & 19, 2019 • SUNY Binghamton • Binghamton



Energy Conservation: Alternative Technologies and Sustainability (P_OE_R5_4895)
September 19, 2019 • Robert H. Treman State Park • Ithaca



Microsoft Word 2013 Basics (SLMS Class Code: P_OE_R5_4831)
October 17, 2019 • Dulles State Office Building • Watertown



Masonry Advanced (SLMS Class Code: : P_OE_R5_4892)
October 21 & 22, 2019 • Taughannock Falls State Park • Trumansburg



Microsoft Excel 2013 Basics (SLMS Class Code: P_OE_R5_4830)
October 29, 2019 • Central New York DDSO • Syracuse



Successful Business Writing (SLMS Class Code: P_OE_R5_4833)
November 19, 2019 • Dulles State Office Building • Watertown



The Organized Office Worker (SLMS Class Code: P_OE_R5_4832)
December 3, 2019 • Central New York DDSO • Rome



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



SKILLS FOR SUCCESS 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 _____

* 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.