




CSEA Central Region 5
Spring 2020


SKILLS FOR SUCCESS


Courses for CSEA-represented employees


Accelerate your success and advance your career at no cost with the latest courses and webinars


- Electricity Basics (SLMS Class Code: P_OE_R5_5029)**
February 25, 2020 • Central New York DDSO • North Syracuse



- Microsoft Word 2016 Basics (SLMS Class Code: P_OE_R5_5030)**
March 4, 2020 • Central New York DDSO • North Syracuse


- Microsoft Word 2016 Basics (SLMS Class Code: P_OE_R5_5044)**
March 4, 2020 • SUNY Binghamton • Binghamton





- Successful Business Writing (SLMS Class Code: P_OE_R5_5070)**
March 5, 2020 • Central New York DDSO • Rome





- Air Conditioning and Refrigeration Basics (SLMS Class Code: P_OE_R5_5094)**
March 31, 2020 • SUNY Oswego • Oswego


- The Organized Office Worker (SLMS Class Code: P_OE_R5_5031)**
April 8, 2020 • Central New York DDSO • North Syracuse



Workforce Development Competencies Key:

-  Computer Skills and Technology
-  Critical Thinking, Problem-Solving, and Math
-  Interpersonal and Customer Relations

-  Professionalism and Self-Management
-  Trades, Safety, and Risk Management
-  Verbal and Written Communication



Successful Business Writing (SLMS Class Code: P_OE_R5_5039)
April 8, 2020 • SUNY Binghamton • Binghamton



The Organized Office Worker (SLMS Class Code: P_OE_R5_5038)
April 21, 2020 • SUNY Binghamton • Binghamton



Effective Problem Solving (SLMS Class Code: P_OE_R5_5032)
April 28, 2020 • Central New York DDSO • North Syracuse



Customer Service (SLMS Class Code: P_OE_R5_5041)
May 5, 2020 • SUNY Binghamton • Binghamton



Customer Service (SLMS Class Code: P_OE_R5_5033)
May 6, 2020 • Central New York DDSO • North Syracuse



Carpentry Advanced (SLMS Class Code: P_OE_R5_5028)
May 6 & 7, 2020 • Robert H. Treman State Park • Ithaca



Small Engine Basics (SLMS Class Code: P_OE_R5_5096)
May 6 & 7, 2020 • Green Lakes State Park • Fayetteville



Focus on Pronunciation: Level 1 (SLMS Class Code: P_OE_R5_5063)
May 8, 15, 22, 29; June 5 & 12, 2020 • Central New York DDSO • Rome



Aspiring Leaders (SLMS Class Code: P_OE_R5_5043)
June 16, 17 & 18, 2020 • Watertown Correctional Facility • Watertown



Workforce Development Competencies Key:



Computer Skills and Technology



Critical Thinking, Problem-Solving, and Math



Interpersonal and Customer Relations



Professionalism and Self-Management



Trades, Safety, and Risk Management



Verbal and Written Communication