Microsoft Outlook: Managing Contacts and Tasks
March 26, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5764

Using Credit Wisely
April 17, 2024 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_5807

Microsoft Teams Basics
March 28, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5766

Situational Awareness
April 18, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5817

Home Ergonomics
April 2, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5815

Microsoft Outlook: Working with Calendars
April 25, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5765

Managing Emotions in the Workplace
April 3, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5812

Job Etiquette
April 30, 2024 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_5811

Using the Tuition Benefits Program
April 4, 2024 | 1:00 p.m. - 2:30 p.m.
SLMS CLASS CODE: P_OE_R7_5808

Professional Email that Gets Results
May 2, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5823

Take Control of Your Time
April 9, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5820

Merit System: Transfers
May 14, 2024 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_5806

Best Practices for Interviews
April 10, 2024 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_5767

Where There's Smoke, There's Fire
May 22, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5818

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

NYS & CSEA **Partnership**

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