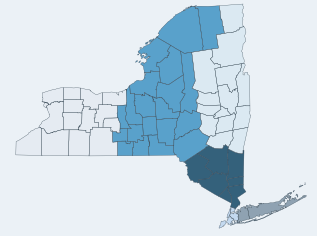


SKILLS FOR SUCCESS

Free Courses for CSEA-represented Employees



Statewide
Webinars | Online Courses



World Trade Center Health Programs Overview

Webinar

September 11, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5898



Designing Dynamic Presentations

Webinar

September 12, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5899



Better Team Skills

Webinar

September 17, 2024 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_5900



The Foundations of Good Writing

Webinar

September 18, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5902



Problem Solving - A Six Step Process

Webinar

September 24, 2024 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_5903



Best Practices for Resumes and Cover Letters

Webinar

September 26, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5901



Microsoft Outlook: Managing Contacts and Tasks

Webinar

September 30, 2024 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_5905



Crafting Powerful Writing: Precision and Clarity

Webinar

October 1, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5904



Situational Awareness

Webinar

October 9, 2024 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_5906



Addressing Conflict in Customer Relations

Webinar

October 10, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5907



Professionalism in the Digital Age

Webinar

October 16, 2024 | 3:00 p.m. - 4:00 p.m.
SLMS CLASS CODE: P_OE_R7_5908



Dealing with Stress

Webinar

October 22, 2024 | 1:00 p.m. - 2:15 p.m.
SLMS CLASS CODE: P_OE_R7_5909



Organizing Your Workspace for Increased Productivity

Webinar

October 24, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5918



Essentials of Report Writing

Webinar

October 30, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5919



Microsoft Teams Basics

Webinar

October 31, 2024 | 1:00 p.m. - 2:15 p.m.
SLMS CLASS CODE: P_OE_R7_5920



Addressing Conflict in the Workplace

Webinar

November 6, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5910



Microsoft Word Basics Online

Online Course
November 6 & 7, 2024 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_5916



Internet Research Skills

Webinar
November 12, 2024 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_5912



Exploring a Career in Nursing

Webinar
November 14, 2024 | 3:00 p.m. - 4:00 p.m.
SLMS CLASS CODE: P_OE_R7_5911



Microsoft Outlook: Working with Calendars

Webinar
November 19, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5913



Influencing Without Authority

Webinar
November 20, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5914



Job Etiquette

Webinar
November 21, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5915



Managing Stress in Customer Relations

Webinar
December 3, 2024 | 1:00 p.m. - 2:00 p.m.
SLMS CLASS CODE: P_OE_R7_5921



Avoiding Common Punctuation and Grammar Mistakes

Webinar
December 5, 2024 | 10:00 a.m. - 11:15 a.m.
SLMS CLASS CODE: P_OE_R7_5923



Using Credit Wisely

Webinar
December 10, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5922



Preventing Slips, Trips, and Falls

Webinar
December 11, 2024 | 10:00 a.m. - 11:00 a.m.
SLMS CLASS CODE: P_OE_R7_5924



Microsoft Word Basics Online

Online Course
December 17 & 19, 2024 | 9:00 a.m. - 12:30 p.m.
SLMS CLASS CODE: P_OE_R9_5917

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

Fall 2024 Courses Enroll Now!

Enroll through the Statewide Learning Management System (SLMS) or by using the application on the back.

Scan the QR code to search the entire course catalog online.

