SKILLS FOR SUCCESS
Courses for CSEA-represented employees

CSEA Metropolitan Region 2 - Spring 2015

Conversational Spanish (SLMS Class Code: P_OE_R2_3403)
Feb. 18; March 4, 11, 18, 25 & April 1, 2015 • 9:00 a.m. - 4:30 p.m. • Roberto Clemente State Park

Dealing with Stress (SLMS Class Code: P_OE_R2_3404)
February 24, 2015 • 9:00 a.m. - 4:30 p.m. • Office of the State Comptroller • Manhattan

Basic Writing - A Creative Approach: Level 1 (SLMS Class Code: P_OE_R2_3392)
March 6, 13, 20 & 27, 2015 • 9:00 a.m. - 4:30 p.m. • CSEA Metropolitan Region Office • Manhattan

Introduction to Accounting (SLMS Class Code: P_OE_R2_3422)
March 11, 2015 • 9:00 a.m. - 4:30 p.m. • Shirley A. Chisholm State Office Building • Brooklyn

Blueprint Reading Fundamentals (SLMS Class Code: P_OE_R2_3394)
March 19 & 20, 2015 • 9:00 a.m. - 4:30 p.m. • Metro New York DDSO • Bronx

Electricity Basics (SLMS Class Code: P_OE_R2_3402)
March 19, 2015 • 8:30 a.m. - 4:00 p.m. • Riverbank State Park • Manhattan

Dealing with Difficult Behaviors (SLMS Class Code: P_OE_R2_3405)
March 19, 2015 • 9:00 a.m. - 4:30 p.m. • Office of the State Comptroller • Manhattan

Focus on Pronunciation: Level 1 (SLMS Class Code: P_OE_R2_3390)
March 23, 30; April 6, 13, 20 & 27, 2015 • 9:00 a.m. - 4:30 p.m. • CSEA Metropolitan Region Office

Small Engine Basics (SLMS Class Code: P_OE_R2_3401)
April 15 & 16, 2015 • 8:30 a.m. - 4:00 p.m. • Riverbank State Park • Manhattan

Workplace Social Skills (SLMS Class Code: P_OE_R2_3406)
April 15, 2015 • 9:00 a.m. - 4:30 p.m. • Office of the State Comptroller • Manhattan

Basic Writing - A Creative Approach: Level 2 (SLMS Class Code: P_OE_R2_3393)
April 17, 24; May 1 & 8, 2015 • 9:00 a.m. - 12:15 p.m. • CSEA Metropolitan Region Office

Focus on Pronunciation: Level 2 (SLMS Class Code: P_OE_R2_3391)
May 4, 11, 18; June 1, 8 & 15, 2015 • 1:15 p.m. - 4:30 p.m. • CSEA Metropolitan Region Office

www.nyscseapartnership.org

- See reverse side for application form -
SKILLS FOR SUCCESS
COURSE APPLICATION FORM

APPLICANT INFORMATION
Please type or print.

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 the interpersonal communication, math skills, work management, and writing skills categories.

– OR –

Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees (circle NS):

NS = Non-state CSEA-represented

Reasonable Accommodation: Please check if you have a disability that requires a reasonable accommodation to participate in Skills for Success courses. A Partnership staff member will contact you for further information.

Current Job Title

Name of Agency or Organization

Facility

Daytime Phone (   )

Email Address

COURSE INFORMATION

Course Title

Course Date

SLMS Class Code

1.

2.

3.

4.

IMPORTANT NOTICE

If you enroll for a course and do not receive a notification 10 days before the course is scheduled, please call the Partnership at (518) 486-7814 or, for areas outside the Capital Region, call (800) 253-4332.

SUPERVISOR’S APPROVAL

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

Supervisor’s Name and Job Title (Print or Type)

Supervisor’s Signature

Supervisor’s Email

Supervisor’s Phone Number

Date

Please 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 three weeks before the first day of the course.