



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

Current Job Title

Grade

Name of Agency or Organization

Facility

Daytime Phone ()

Email Address

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.

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.