



SPRING 2022

SKILLS for SUCCESS

Courses and Webinars

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COURSE OFFERINGS

Adult Education Basics

Safety and Health

Computer Skills

**Trades, Operations, and
Maintenance**

Individual Development

Work Management

Interpersonal Communication

Writing Skills



Skills for Success courses and webinars will be held between

February - May 2022

A JOINT MESSAGE

The NYS & CSEA Partnership for Education and Training (Partnership) is pleased to announce the Spring 2022 **Skills for Success** catalog for CSEA-represented employees.

The Partnership is jointly sponsored and administered by the NYS Governor's Office of Employee Relations and the Civil Service Employees Association (CSEA). Participation by employees working in local government, school districts, state authorities, and the private sector is sponsored by the CSEA WORK Institute.

The Partnership is pleased to continue offering online course and webinars. This allows employees to take part in training using a computer or mobile device with an Internet connection. **The Partnership will also be offering in-person classes for our Trades, Operations, and Maintenance courses.**

It is easy for you to:

- Choose a course or webinar that meets your job-related training, professional development, or personal development needs.
- Enroll through the Statewide Learning Management System (SLMS) or by completing the **Skills for Success** application form on [page 33](#).
- Attend online courses and webinars at your convenience on your computer or mobile device.

We hope you will choose from the many learning opportunities that can help you prepare for the challenges and demands of your current and future job opportunities.





17,500+*

In-person or Webinar Courses
Completed by Employees

*Data taken from the 2016-2021 contract period.

A diverse group of people, including a blonde woman, an older man with glasses, a man with a beard and glasses, a man with a beard and afro, and a woman with glasses, are smiling and giving thumbs up. The image is overlaid with a blue gradient.

**Accelerate Your Success and Advance
Your Career at No Cost with the Latest
Courses and Webinars.**

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ABOUT THE PROGRAM

Skills for Success

Skills for Success courses and webinars help employees acquire the knowledge and skills needed to accomplish job assignments more effectively and provide personal development opportunities. Employees should work with their supervisors to select courses and webinars that are meaningful to their professional and personal growth.

Course Locations

This semester **Skill for Success** will be offered through online webinars and courses with the exception of certain Trades, Operations, and Maintenance courses, which will be held in person. Course and webinar descriptions and dates begin on [page 8](#).

Participant Eligibility

Employees are eligible to participate in Skills for Success courses and webinars if they are a:

- CSEA-represented NYS employee (ASU/02, OSU/03, ISU/04, or DMNA/47).
- CSEA-represented employee working in a local government, school district, state authority, or the private sector, as space permits.
- NYS employee (previously in the ASU/02) serving a probationary period in a transition title or traineeship supported by the Partnership (MC/06 or PS&T/05) with the exception of Trades, Operations, and Maintenance courses.
- NYS employee in a Management/Confidential (MC/06) clerical or secretarial title, as space permits.

COURSES AND WEBINARS DESIGNED FOR YOU

Skills for Success helps employees acquire the knowledge and skills needed to accomplish job assignments more effectively and provide personal development opportunities. Employees should work with their supervisors to select courses and webinars meaningful to their professional and personal growth.



Courses and Webinars

In order to continue training throughout this pandemic, we are offering a number of courses and webinars online. Online courses and webinars allow employees to take **Skills for Success** courses using a computer or mobile device with an Internet connection.

Skills for Success will also be offering in-person classes for our Trades, Operations, and Maintenance courses. See [page 17](#) to explore what courses are available in your region.

Workforce Development Competencies

Workforce development competencies are foundational job-based skills all employees need to succeed across a wide variety of occupations.

The Partnership explored current trends in work readiness. We developed a set of standards to serve as a reference for employees and supervisors in selecting courses and webinars relevant to professional and personal development and supportive of agency missions.

The competency names and their corresponding icons and descriptions are available on [page 7](#). Each course and webinar description will have a competency icon assigned next to it.

HOW YOU CAN ENROLL

Enroll through SLMS

- Employees can enroll for courses and webinars through the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov>.
- If you have forgotten your Username or Password, go to <https://nyslearn.ny.gov>, click on the SLMS Login button, and then click on the Forgot your Username or Password link.
- For additional information, see SLMS: Getting Started Enrolling in Partnership Classes on [page 30](#).

Enroll through the Partnership

- If you are unable to enroll through SLMS, complete the **Skills for Success** application form on [page 33](#).
- You can apply for multiple courses and webinars on one application form.
- You must obtain your supervisor's approval on the application form in order to attend courses or webinars, unless you indicate you will be using your own time.



CSEA-represented employees working in local government, school districts, state authorities, or the private sector must contact the Partnership at (518) 486-7418 or, for areas outside the Capital Region, call (800) 253-4332, or email learning@nyscseapartnership.org for information about enrolling in classes through SLMS.

Applicants

Enroll for courses or webinars as soon as possible. Minimum enrollment levels must be met three weeks before the course or webinar start date. Please do not enroll in courses and webinars unless you can attend the entire session.

Supervisors of Applicants

Once an employee enrolls in a course and webinar, you will receive an email notification from donotreply@goer.ny.gov with the message: "Your approval is required to confirm the following enrollment request." The employee's name will appear in the email. When you approve an employee's enrollment, you are granting the employee release time to attend the entire session without charge to leave credits.

Reasonable Accommodations

All training is accessible to employees with disabilities. If you have questions, please call (518) 486-7814 or, for areas outside the Capital Region, (800) 253-4332, or email advisors@nyscseapartnership.org.

NOTIFICATIONS

If you are accepted into a **Skills for Success** course or webinar, you will be notified by email approximately two weeks before the start date.

If your supervisor has not approved your participation, you will be notified by email.

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

IMPORTANT: Once your supervisor approves your enrollment in SLMS, your status will remain as “Pending Approval” until the Partnership approves your enrollment approximately three weeks prior to the class start date.

IMPORTANT COVID-19 INFORMATION: Employees attending in-person classes must comply with all COVID-19 safety measures required by NYS, the Partnership, the instructor, and the county in which the class is being held. Examples of compliance include social distancing, wearing a mask, and vaccination or testing requirements for employees at the time of the training.

Your Responsibilities

Your enrollment signifies a commitment to attend the entire course or webinar.

If you cannot attend and you have enrolled through SLMS, please drop the course or webinar as soon as possible.

If you cannot attend and you sent in a paper application, please drop the course or webinar by contacting the Partnership at (518) 486-7814 or, for areas outside the Capital Region, (800) 253-4332, or email learning@nyscseapartnership.org as soon as possible.

Do not ask someone to attend in your place, because the Partnership maintains a wait list. By dropping a course or webinar at the last minute, or failing to attend, you may be denying another employee the opportunity to attend.

Course and Webinar Notifications

Course and Webinar is Full Notification

If you are not accepted into a course or webinar, you will be notified by email. We encourage you to reapply when the course or webinar is offered again.

Wait Lists

The Partnership will maintain a wait list for any course or webinar that has reached its full enrollment. If a vacancy occurs, we will notify the next employee on the list and invite them to attend. Waitlisted employees will be given advance notice and priority to register the next time the course is offered.

Date Changes

Occasionally, the Partnership must change course or webinar dates. Please read your email notification carefully.

Cancellations

If a course or webinar is canceled, you will be notified by email. If there is no email address for you in SLMS, you will be notified by phone.

CERTIFICATES OF COMPLETION

- Certificates of Completion are awarded for **Skills for Success** courses and webinars if you attend and participate in the entire course or webinar.
- **Approximately three to four weeks after you complete a course or webinar, you will be notified that your class status has been updated to Completed which allows you to print your certificate.** To print your certificate, log into SLMS, go to My Learning page, locate the appropriate course or webinar, and click on the Print Certificate button.
- If you are unable to print your certificate, please contact the Partnership at (518) 486-7814, or for areas outside the Capital Region, at (800) 253-4332.

Address

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(518) 486-7814 or (800) 253-4332
www.nyscseapartnership.org

Follow Us Online

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Advisement Services

Set Yourself Up for Success With a Partnership Advisor

Partnership advisors provide confidential assistance and information to employees in the areas of tuition benefits, financial aid, basic skills, nursing programs, starting or returning to college, and high school equivalency test preparation.



Online Learning

Learn Anytime, Anywhere, at No Cost with Online Courses

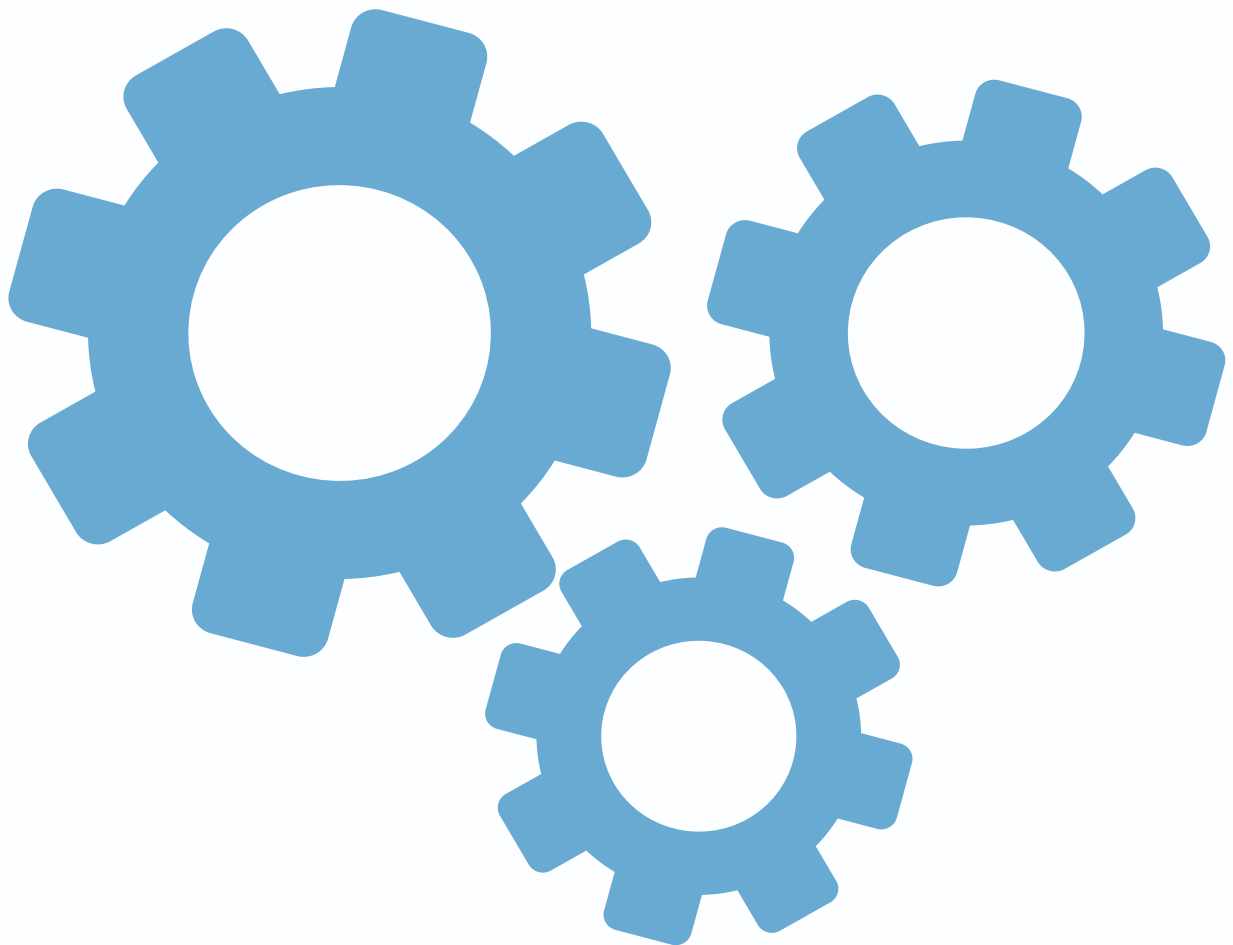
The Partnership offers access to the latest online learning courses and certificate programs for employees who learn better at home, on their own schedule, or at their own pace.



WORKFORCE DEVELOPMENT COMPETENCIES

Workforce development competencies are foundational, job-based skills employees need in order to succeed across a wide variety of occupations. The Partnership has identified a set of standards to serve as a reference for employees and supervisors in selecting courses and webinars that are relevant to professional and personal development and are supportive of agency missions and efforts. The list contains the six foundational competency categories and their corresponding icon and descriptions. Use this list to determine which course or webinar will enhance your skills in any of the competency categories.

Each course and webinar description will have a competency icon assigned next to it.





Computer Skills and Technology

- Demonstrate basic computer skills.
- Use technology to inform or perform tasks.
- Use computer programs to increase productivity.



Critical Thinking, Problem-Solving, and Math

- Solve problems by applying knowledge, information, or processes.
- Make decisions or recommendations based on logic and reasoning.
- Use basic math skills to solve workplace problems.
- Interpret graphs, charts, or tables.



Interpersonal and Customer Relations

- Develop or maintain productive relationships to improve work performance.
- Cooperate with others to perform job tasks or achieve goals.
- Resolve conflict or negotiate resolutions.



Professionalism and Self-Management

- Demonstrate professional and respectful language, behavior, and attire.
- Adhere to organizational policies or procedures.
- Develop skills to prepare for changing work situations, personal growth, and career mobility.
- Use self-evaluation to improve quality of work.



Trades, Safety, and Risk Management

- Identify and reduce safety risks.
- Use materials, tools, and equipment safely.
- Demonstrate knowledge of machines and systems, including their designs, uses, repair, and maintenance.



Verbal and Written Communication

- Communicate through verbal and written means.
- Recognize the main points of an argument.
- Exchange thoughts, opinions, or information.
- Address workplace language barriers.

A man with dark skin and short, curly hair is sitting on white bleachers. He is wearing a dark grey suit jacket over a white collared shirt and a dark grey face mask. He is looking down at a silver laptop on his lap. To his left, on the bleacher, is a blue folder or binder with some papers inside. The background consists of the white bleachers receding into the distance.

COURSE AND WEBINAR DESCRIPTIONS AND DATES

ADULT EDUCATION BASICS

The Adult Education Basics courses use an immersion approach to help employees improve current job-related knowledge, learn new skills for improved work performance, and enhance their learning capacity. Currently all Adult Education Basics courses are held in a multi-skill level online environment. The Partnership will notify participants when they test out of a course.

Effective Reading Skills 1 (Online) - Online Course



This six-week course will help participants read and understand written materials. Participants will explore techniques such as skimming, scanning, learning the roots of words, and asking meaningful questions to better understand chosen passages. **Attendance is required all days.**

Participants will:

- Identify main ideas and supporting details.
- Ask meaningful questions to better understand the text.
- Relate text to personal experiences and events.
- Identify the purpose of a text.
- Use context to determine what will happen next.

April 12, 14, 19, 21, 26, 28; May 3, 5, 10, 12, 17 and 19, 2022

9:30 a.m. - 12:30 p.m.

SLMS Class Code: P_AEB_R7_5289

Math Refresher 1 (Online) - Online Course



This six-week course is a refresher of fundamental math topics such as whole numbers, fractions, algebraic expressions, and word problems. Participants will also examine small datasets for mean, median, and mode, and interpret simple graphs. Concepts covered will include numeracy, which is the ability to apply math in everyday situations; mathematics, which is the study of systems, patterns, shapes, figures, and numbers; and systematic thinking. **Attendance is required all days.**

Participants will:

- Perform basic math calculations with whole numbers and fractions.
- Round values to simplify mental calculations and estimate a value.
- Use the order of operations to solve word problems and algebraic expressions.
- Calculate the mean, median, and mode of a small data set.
- Interpret bar graphs and pie charts.

February 24; March 1, 3, 8, 10, 15, 17, 22, 24, 29, 31 and April 5, 2022

9:30 a.m. - 12:30 p.m.

SLMS Class Code: P_AEB_R7_5290

COMPUTER SKILLS

These courses provide employees with the knowledge and skills they need to use a personal computer and application software.

Designing Dynamic Presentations - Webinar



This webinar shows participants how to avoid creating dull and uninteresting presentations. By using Microsoft PowerPoint to demonstrate best practices in planning and design, participants will gain knowledge about how to create memorable and powerful presentations. Participants do not need to have the PowerPoint software on their computer to participate in the webinar, but familiarity with its basic tools and features is recommended.

Participants will:

- Develop useful planning strategies and principles of good design.
- Identify how to add text, images, and graphics to slides.
- Discover various ways to view and publish slides.

April 13, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5291

Microsoft Outlook 2016: Organizing and Managing Your Email - Webinar



Is your inbox out of control? This webinar provides tips and tricks for managing email messages using Microsoft Outlook. Viewing and sorting email messages, deleting messages, and organizing messages will be covered.

Participants will:

- Compare methods of sorting and viewing email messages.
- Identify ways of searching for email messages.
- Construct a strategy to organize email messages using folders.

April 20, 2022

7:00 a.m. - 8:00 a.m.

SLMS Class Code: P_OE_R7_5292

COMPUTER SKILLS

NEW! Microsoft Teams Basics - Webinar



Are you new to Microsoft Teams? This is the webinar for you! In this webinar, we'll show you how to use the basic features of Teams, including how to send and reply to a chat message, participate in a meeting, and collaborate on files and documents.

Participants will:

- Describe the basic features of Teams.
- Illustrate how to use chat messages and channel postings in Teams.
- Identify how to schedule and participate in a meeting.
- Recognize the benefits of collaborating on files and documents.

May 3, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5293

INDIVIDUAL DEVELOPMENT

These courses provide employees with the knowledge and skills they need to help them achieve balance between their work and personal lives. Employees will have the opportunity to explore a variety of subjects, depending on their individual needs and interests.

Career Options Within NYS Government Using GOT-IT - Webinar



During this webinar, the Department of Civil Service's Career Mobility Office (CMO) will demonstrate a useful online resource tool called GOT-IT (Glossary of Titles – Inquiry Tool) to assist State employees in searching specific job titles, occupations, career ladders, and career mobility opportunities.

Participants will:

- Discover how to access and navigate GOT-IT.
- Distinguish the four different search mechanisms that provide information on specific titles, agencies, occupations, and geographic locations.
- Identify other useful career development links and resources.

April 5, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5294

INDIVIDUAL DEVELOPMENT

Dealing with Stress - Webinar



This course will help employees recognize and manage the stress of balancing work and life demands. Participants will learn about the impact of stress, practice stress-reduction techniques, and discover ways to manage stress at home and at work.

Participants will:

- Identify how stress affects job performance.
- Recognize stressors at the workplace and your response to stress.
- Define the stress reaction.
- Discover what can and can't be changed.
- Develop strategies to handle stress in a positive way.

March 22, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5330

Managing Your Finances - Webinar



This course helps employees develop their money management skills and reduce the stress created by financial difficulties. Employees will discover ways to set goals and make plans to reach them, spend less than they earn, save for retirement, use credit wisely, and take advantage of the many tax-saving programs the State of New York offers.

Participants will:

- Assess their financial net worth by determining assets, personal holdings, and investments in comparison to their liabilities.
- Determine their debt-to-income ratio by evaluating loans, credit cards, and net pay.
- Develop a budget that works for their household.
- Identify the pros and cons of using credit and the impact of impulse buying and ignoring consequences.

February 23, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5295

INDIVIDUAL DEVELOPMENT

Merit System: Examinations and Eligible Lists - Webinar



Have you ever read a Civil Service exam announcement and been unsure about your eligibility? Have you ever wondered how eligible lists are created and how an agency uses them to fill positions? Do you know what eligible lists you are on? If you have ever asked any of these questions, this webinar is for you.

Participants will:

- Differentiate between the types of Civil Service examinations.
- Distinguish various types of lists and how agencies use them.
- Determine the effects of accepting or declining opportunities from an eligible list.
- Explore the capabilities of the online Eligible List Management System.
- Recognize their eligibility on a Civil Service eligible list.

March 17, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5296

Using Credit Wisely - Webinar



This webinar shows employees how to take control of their credit. Participants will gain knowledge about what good credit is, how to access their personal credit report, what makes up a credit score, and how to repair their credit and avoid credit repair scams.

Participants will:

- Discover ways to access and read their personal credit report.
- Develop strategies for repairing their credit.
- Gain knowledge about the three major credit reporting agencies.

May 18, 2022

10:00 a.m. - 11:30 a.m.

SLMS Class Code: P_OE_R7_5297

INTERPERSONAL COMMUNICATION

These courses provide employees with the skills they need to communicate effectively in the workplace. The courses in this category provide participants with opportunities to exchange information in a variety of ways including verbal, written, and non-verbal communication.

Addressing Conflict in Customer Relations - Webinar



Conflict is a natural part of working with customers. Designed specifically for customer service providers, this webinar offers a basic introduction to conflict resolution and the importance of addressing conflict appropriately when working in a customer service role.

Participants will:

- Identify effective strategies for addressing conflict.
- Recognize the benefits of using conflict management strategies in customer service interactions.
- Apply conflict management strategies to customer service scenarios.

March 1, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5298

Better Team Skills - Webinar



Are you a team player? Do you enjoy group projects or dread them? In this webinar, we will discuss the importance of teamwork and some things you can do to improve your experience working in teams.

Participants will:

- Recognize the value of teamwork.
- Identify important qualities for the effective team member.
- Select strategies to improve collaboration.

April 7, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5299

INTERPERSONAL COMMUNICATION

NEW! Communicating with Confidence - Webinar



This webinar introduces participants to interpersonal communication skills and focuses on speaking with confidence. The basic elements of the communication model will be reviewed along with verbal and non-verbal communication. This webinar was designed to help participants increase their level of confidence when communicating at work.

Participants will:

- Demonstrate effective interpersonal communication skills.
- Identify the qualities of a confident speaker.
- Recognize the barriers to communicating with confidence.
- Identify strategies to help speak with confidence.

April 14, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5331

Managing Stress in Customer Relations - Webinar



Managing stress while providing customer service to the public can be challenging, even for the most experienced employee. This webinar will focus on the unique importance of managing stress when working in a customer service role.

Participants will:

- Identify five best practices for managing stress.
- Recognize the benefits of stress management in customer service work.
- Apply stress management techniques to customer service scenarios.

May 10, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5300

SAFETY AND HEALTH

Safety and Health courses help employees develop the knowledge and skills needed to promote a safe and healthy work environment. The courses focus on the Federal Occupational Safety and Health Administration (OSHA) and the NYS Public Employees Safety and Health (PESH) standards and regulations with an emphasis on the general and construction industries.

SAFETY AND HEALTH

Disclaimer: Safety and Health online courses and webinars provide an overview of several PESH and OSHA regulations. Information provided may constitute part of required training as mandated by PESH and/or OSHA. Unless specifically noted, the Partnership cannot guarantee that the completion of any particular course will result in full compliance with PESH and/or OSHA regulations.

NEW! Chainsaw Safety Awareness (Online) - Online Course

This course is for employees who work with chainsaws. Special emphasis is placed on safe operation and injury prevention. OSHA safety recommendations are highlighted to illustrate the significance and application of key training points.

Participants will:

- Identify safety features of a chainsaw.
- Describe the mechanics of operating a chainsaw.
- Identify how to inspect a chainsaw.
- Explain how to safely operate a chainsaw.

Note: This course takes place entirely online. Employees will take a pre-assessment online, attend a webinar, and then complete additional activities and a post-assessment online.

March 30 & 31, 2022

10:00 a.m. - 12:00 p.m.

SLMS Class Code: P_OE_R7_5301

NEW! Home Ergonomics - Webinar

This course introduces participants to the importance of ergonomics and provides strategies that can help them stay safe when working from home. Participants will define ergonomics, review common hazards that can contribute to the development of musculoskeletal injuries, and identify actions that can be taken in the home to prevent injury. The skills developed in this course will help participants to prevent the development of musculoskeletal injury while working in a home environment.

Participants will:

- Discover the importance of ergonomics.
- Recognize factors that can contribute to injuries.
- Identify strategies for preventing injury.

March 8, 2022

3:00 p.m. - 4:00 p.m.

SLMS Class Code: P_OE_R7_5302

TRADES, OPERATIONS, AND MAINTENANCE

These courses help trades, operations, and maintenance employees improve their current skills and learn new ones. They offer hands on, practical instruction that reflect the everyday challenges employees encounter in the workplace.

Air Conditioning and Refrigeration Basics - 1 Day In-person Course

This course helps participants gain knowledge about the basic operation, maintenance, and troubleshooting of air conditioning and refrigeration systems. Refrigerant recovery, recycling, and reclaiming will also be discussed in order to heighten awareness of the environmental safeguards employees need to maintain when working with these systems.

Participants will:

- Identify how basic refrigeration and air conditioning systems work.
- Acquire a basic knowledge about how to install, operate, and maintain refrigerators and air conditioners.
- Demonstrate effective safety practices for air conditioning and refrigeration systems.

De Veaux Woods State Park, Niagara Falls

April 20, 2022

9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_5326

Pilgrim Psychiatric Center, West Brentwood

May 17, 2022

9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_5311

Office of General Services, Albany

May 18, 2022

9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R4_5320

NEW! Blueprint Reading Fundamentals (Online) - Online Course

This online course gives participants the fundamental skills necessary to read and interpret blueprints.

Participants will:

- Use an architectural ruler to read scaled drawings.
- Convert designs into a blueprint.
- Interpret different types of drawings (e.g., architectural, electrical, plumbing, HVAC) and basic abbreviations, symbols, and line types within a blueprint.

Note: This course takes place entirely online. Employees will take a pre-assessment online, attend two webinars, and then complete additional activities and a post-assessment online.



TRADES, OPERATIONS, AND MAINTENANCE

April 12, 14, 19 & 21, 2022

10:00 a.m. - 11:30 a.m.

SLMS Class Code: P_OE_R7_5321

Carpentry Basics - 1 Day In-person Course



This course introduces participants to the basic fundamentals of carpentry, including how to use hand and portable power tools, types of wood and their uses, painting and finishing, and basic construction techniques.

Participants will:

- Identify types of carpentry hand and power tools.
- Discover types of wood used in the carpentry trade.
- Make carpentry measurements and markings using rulers and other devices.

Kingsboro Psychiatric Center, Brooklyn

March 22, 2022

9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_5314

Fishkill Correctional Facility, Beacon

April 26, 2022

9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_5317

Electricity Basics - 1 Day In-person Course



This course introduces participants to the basic principles of electric theory and how to apply these concepts to the connections and operation of electrical equipment.

Participants will:

- Discover how electricity is produced and distributed.
- Differentiate between alternating current and direct current.
- Identify types of electricians' materials and tools.

Sterling Forest State Park, Tuxedo

May 3, 2022

9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R3_5318

Central New York DDSO, Rome

May 10, 2022

9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R5_5324



TRADES, OPERATIONS, AND MAINTENANCE

Western New York DDSO, West Seneca

May 17, 2022

9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R6_5328

Planting Fields Arboretum, Oyster Bay

May 26, 2022

9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R1_5313

Plumbing Basics - 1 Day In-person Course



This course introduces the fundamentals of plumbing and pipe fitting practices and describes how basic plumbing systems function.

Participants will:

- Describe the basic components of water and drainage systems.
- Identify types of pipes and their fittings.
- Discover the proper use of plumbing tools and equipment.
- Demonstrate effective troubleshooting skills on plumbing systems like toilets and faucets.

Kingsboro Psychiatric Center, Brooklyn

April 12, 2022

9:00 a.m. - 4:30 p.m.

SLMS Class Code: P_OE_R2_5315

WORK MANAGEMENT

These courses help employees build the skills required to organize their work, deal effectively with the public and co-workers, and organize their thought processes to meet workplace challenges and situations.

Introduction to Critical Thinking - Webinar



Are you interested in improving your critical thinking skills but don't know where to start? This webinar will introduce you to the basics of critical thinking, help you assess issues from a different perspective, and provide you tools to apply in different situations.

Participants will:

- Define critical thinking.
- Recognize barriers to critical thinking and how to overcome them.
- Apply the critical thinking process.

April 21, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5303

NEW! Organizing Your Workspace for Increased Productivity - Webinar



Is your desk cluttered? Do you find it hard to find files, or even just your phone? Whether you're new to organizing or just looking for some new ideas, this is the class for you. In this one-hour, we've gathered tips and strategies on how to organize your workspace for increased productivity.

Participants will:

- Identify the benefits of an organized workspace.
- Recognize what a productive workspace looks like.
- Apply the process for creating a clutter-free workspace in a work scenario.
- Recognize how to maintain a productive workspace.

May 11, 2022

3:00 p.m. - 4:00 p.m.

SLMS Class Code: P_OE_R7_5304

WORK MANAGEMENT

Problem Solving - A Six Step Process - Webinar



Are you looking for a tool to help you resolve workplace problems? This webinar will introduce you to the Six-Step Problem-Solving Process: a simple method you can apply to typical problems in the workplace.

Participants will:

- Define the problem and identify its root causes.
- Apply strategies to generate solutions and select the best option.
- Recognize how to implement and evaluate a plan.

March 16, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5332

Take Control of Your Time - Webinar



This course helps employees regain control of their work day and better plan their time.

Participants will:

- Evaluate their personal approach to time management.
- Consider tools and techniques to help plan their time more effectively.
- Identify ways to take action on controlling their time.

February 24, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5305

WRITING SKILLS

These courses help develop the complete range of written communication skills including basic grammar and punctuation, organizing thoughts, and constructing paragraphs and simple reports. These webinars are designed in a New York State context and provide ample practice time for skill development.

NEW! Avoiding Common Punctuation and Grammar Mistakes - Webinar



Do you feel worried about making grammar mistakes when you write? When used correctly, grammar and punctuation make your writing easier to understand and can help improve your professional image. This course will pinpoint some of the most common errors that people make in business writing and demonstrate how to correct them.

Participants will:

- Discover the importance of grammar and punctuation in writing.
- Identify strategies to avoid common misuse of punctuation marks.
- Recognize common grammar mistakes.

May 5, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5306

Essentials of Report Writing - Webinar



Do you write reports for work? This webinar will introduce you to a simple process for writing reports and will walk you through step-by-step. Participants must complete the homework assignment after the webinar to receive credit.

Participants will:

- Identify the goal of a report.
- Analyze data for meaning.
- Organize data based on the goal.
- Transform conclusions into a narrative format.

March 3, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5307

WRITING SKILLS

Expanding Your Vocabulary - Webinar



Have you ever struggled to find the right words to say what you're thinking? In the workplace, it is important to communicate clearly and avoid making mistakes. This webinar will give you tips and tools to grow your vocabulary and help you identify common mistakes and how to avoid them.

Participants will:

- Recognize the roots of words.
- Identify synonyms, antonyms, and homonyms.
- Differentiate commonly confused words.

March 10, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5333

Professional Email that Gets Results - Webinar



Many people receive a huge amount of email a day. If you want your email to be read (or replied to), you need to write it well. This webinar will discuss strategies to help you write clear, professional messages that will get attention.

Participants will:

- Construct subject lines to make your email standout.
- Discover how tone impacts the perception of your email.
- Determine how to write a well-organized message.

March 2, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5308

ONLINE COURSES AND WEBINARS BY MONTH

FEBRUARY

Managing Your Finances

February 23, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5295

See Page 12 for Webinar Description

Math Refresher 1 (Online)

February 24; March 1, 3, 8, 10, 15, 17, 22, 24, 29, 31 & April 5, 2022

9:30 a.m. - 12:30 p.m.

SLMS Class Code: P_AEB_R7_5290

See Page 9 for Online Course Description

Take Control of Your Time

February 24, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5305

See Page 21 for Webinar Description

MARCH

Addressing Conflict in Customer Relations

March 1, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5298

See Page 14 for Webinar Description

Professional Email that Gets Results

March 2, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5308

See Page 23 for Webinar Description

Essentials of Report Writing

March 3, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5307

See Page 22 for Webinar Description

Home Ergonomics

March 8, 2022

3:00 p.m. - 4:00 p.m.

SLMS Class Code: P_OE_R7_5302

See Page 16 for Webinar Description

ONLINE COURSES AND WEBINARS BY MONTH

MARCH

Expanding Your Vocabulary

March 10, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5333

See Page 23 for Webinar Description

Problem Solving - A Six Step Process

March 16, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5332

See Page 21 for Webinar Description

Merit System: Examinations and Eligible Lists

March 17, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5296

See Page 13 for Webinar Description

Dealing with Stress

March 22, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5330

See Page 12 for Webinar Description

MARCH

Chainsaw Safety Awareness (Online)

March 30 & 31, 2022

10:00 a.m. - 12:00 p.m.

SLMS Class Code: P_OE_R7_5301

See Page 16 for Online Course Description

APRIL

Career Options Within NYS Government Using GOT-IT

April 5, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5294

See Page 11 for Webinar Description

Better Team Skills

April 7, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5299

See Page 14 for Webinar Description

Effective Reading Skills 1 (Online)

April 12, 14, 19, 21, 26, 28; May 3, 5, 10, 12, 17 & 19, 2022

9:30 a.m. - 12:30 p.m.

SLMS Class Code: P_AEB_R7_5289

See Page 9 for Online Course Description

ONLINE COURSES AND WEBINARS BY MONTH

APRIL

Blueprint Reading Fundamentals (Online)

April 12, 14, 19 & 21, 2022

10:00 a.m. - 11:30 a.m.

SLMS Class Code: P_OE_R7_5321

See Page 17 for Online Course Description

Designing Dynamic Presentations

April 13, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5291

See Page 10 for Webinar Description

Communicating with Confidence

April 14, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5331

See Page 15 for Webinar Description

Microsoft Outlook 2016: Organizing and Managing Your Email

April 20, 2022

7:00 a.m. - 8:00 a.m.

SLMS Class Code: P_OE_R7_5292

See Page 10 for Webinar Description

APRIL

Introduction to Critical Thinking

April 21, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5303

See Page 20 for Webinar Description

MAY

Microsoft Teams Basics

May 3, 2022

1:00 p.m. - 2:00 p.m.

SLMS Class Code: P_OE_R7_5293

See Page 11 for Webinar Description

Avoiding Common Punctuation and Grammar Mistakes

May 5, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5306

See Page 22 for Webinar Description

Managing Stress in Customer Relations

May 10, 2022

10:00 a.m. - 11:00 a.m.

SLMS Class Code: P_OE_R7_5300

See Page 15 for Webinar Description

ONLINE COURSES AND WEBINARS BY MONTH

MAY

Organizing Your Workspace for Increased Productivity

May 11, 2022

3:00 p.m. - 4:00 p.m.

SLMS Class Code: P_OE_R7_5304

See Page 21 for Webinar Description

Using Credit Wisely

May 18, 2022

10:00 a.m. - 11:30 a.m.

SLMS Class Code: P_OE_R7_5297

See Page 13 for Webinar Description

TRADES, OPERATIONS, AND MAINTENANCE COURSES BY REGION

LONG ISLAND REGION 1

Air Conditioning and Refrigeration Basics

Pilgrim Psychiatric Center, West Brentwood

May 17, 2022

9:00 a.m. - 4:30 p.m

SLMS Class Code: P_OE_R1_5311

See Page 17 for Course Description

Electricity Basics

Planting Fields Arboretum, Oyster Bay

May 26, 2022

9:00 a.m. - 4:30 p.m

SLMS Class Code: P_OE_R1_5313

See Page 18 for Course Description

METROPOLITAN REGION 2

Carpentry Basics

Kingsboro Psychiatric Center, Brooklyn

March 22, 2022

9:00 a.m. - 4:30 p.m

SLMS Class Code: P_OE_R2_5314

See Page 18 for Course Description

METROPOLITAN REGION 2

Plumbing Basics

Kingsboro Psychiatric Center, Brooklyn

April 12, 2022

9:00 a.m. - 4:30 p.m

SLMS Class Code: P_OE_R2_5315

See Page 19 for Course Description

SOUTHERN REGION 3

Carpentry Basics

Fishkill Correctional Facility, Beacon

April 26, 2022

9:00 a.m. - 4:30 p.m

SLMS Class Code: P_OE_R3_5317

See Page 18 for Course Description

Electricity Basics

Sterling Forest State Park, Tuxedo

May 3, 2022

9:00 a.m. - 4:30 p.m

SLMS Class Code: P_OE_R3_5318

See Page 18 for Course Description

TRADES, OPERATIONS, AND MAINTENANCE COURSES BY REGION

CAPITAL REGION 4

Air Conditioning and Refrigeration Basics

Office of General Services, Albany

May 18, 2022

9:00 a.m. - 4:30 p.m

SLMS Class Code: P_OE_R4_5320

See Page 17 for Course Description

CENTRAL REGION 5

Electricity Basics

Central New York DDSO, Rome

May 10, 2022

9:00 a.m. - 4:30 p.m

SLMS Class Code: P_OE_R5_5324

See Page 18 for Course Description

WESTERN REGION 6

Air Conditioning and Refrigeration Basics

De Veaux Woods State Park, Niagara Falls

April 20, 2022

9:00 a.m. - 4:30 p.m

SLMS Class Code: P_OE_R6_5326

See Page 17 for Course Description

Electricity Basics

Western New York DDSO, West Seneca

May 17, 2022

9:00 a.m. - 4:30 p.m

SLMS Class Code: P_OE_R6_5328

See Page 18 for Course Description

Getting Started Enrolling in Partnership Classes



Using the Statewide Learning Management System (SLMS)

Login to SLMS

Non-SUNY Employees:

1. Go to the SLMS login web page (<https://nyslearn.ny.gov>). Click on the **SLMS Login** button.
2. Type in your SLMS Username and Password, then click on the **Sign In** button.

A screenshot of the NY.gov ID login interface. It features a dark blue header with the NY.gov ID logo. Below the header are two input fields labeled 'Username:' and 'Password:'. A 'Sign In' button is positioned below the password field. At the bottom, there is a link that says 'Forgot your Username or Password'.

SUNY Employees:

1. Go to the SUNY.edu portal site (www.System.SUNY.edu). Locate the **Employee Resources** box at the bottom of the screen and click the **SUNY Portal** link.
2. Select your campus from the drop-down box on the SUNY Secure Login screen and then login.
3. Click the **E-Business Services** tab, then the **SLMS – Statewide Learning Management System** link. Next, click the **Statewide Learning Management** link on my.ny.gov page.

A screenshot of the 'SUNY Secure Sign On' page. It has a blue header with the text 'SUNY Secure Sign On'. Below the header is a 'Campus:' dropdown menu with a blue arrow pointing to it. There is a 'Remember Campus?' checkbox and a 'LOG IN' button. At the bottom, there are links for 'FORGOT PASSWORD?' and 'APPLICATION ACCESS'.

Search the SLMS Catalog for Classes

1. Click the **Find Learning** link in the Quick Links menu.
2. Locate the **Search by Keyword** box.
3. Type in part of the class name (or the class code) and press **Enter** to search.
4. A list of the classes that have these words (or the class code) in the title or description will appear.

A screenshot of a 'Quick Links' menu. The menu is titled 'Quick Links' and contains several links: 'Find Learning', 'My Learning', 'Certifications', 'Learning Objectives', 'Learning Plans', and 'Supplemental Learning'. A blue arrow points to the 'Find Learning' link.

Enroll in a Partnership Class

1. Locate the class you wish to enroll in using **Find Learning** as shown in the previous section.
2. To view dates, times, and training site of the class, click **Class Code** link; **Schedule** link; and the link under **Location**. Click **Close** when finished viewing this information.
3. Next, click on the **Enroll** button by the class code. Then click **Submit Enrollment** to confirm.

Class Details

Class Name Problem Solving - A Six Step Process	Type *Webcast/webinar
Class Code P_OE_R7_5111	Contact Melinda Higley-Lanza
Price Per Seat --	Drop Charge --
Start Date 05/27/2020	End Date 05/27/2020
Last Enrollment Date --	Last Drop Date --
Available Seats --	Available Waitlist 100
Language English	Duration 1 Hrs

Description Are you looking for a tool to help you resolve workplace problems? This webinar will introduce you to the Six-Step Problem-Solving Process: a simple method you can apply to typical problems in the workplace.

Class Syllabus
To receive credit for this class you must complete all required tasks.

1 **1 hour webinar**
Required Sessions

Enroll **Cancel**

Check Your Scheduled Learning and Progress

4. Click on **My Learning** on the **Quick Links** menu. A list of the classes you are scheduled to take (or are waiting for approval to take) will appear.
5. Locate the name of your class. If you have many items, you may need to click **View All** or the **Show Next Row** arrow at the top of the screen. You can also click on **Title** to alphabetize the items by name.
6. You can click on the name of a class or program to see more information about it.



Tip: If your supervisor has approved your request to attend but your status is still *Pending Approval*, it is because the Partnership must now approve your request. This is done approximately two weeks before the course date.

Drop a Class

1. Click on **MyLearning** on **Quick Links** menu. Locate the class/program to be dropped.
2. Click the **Drop** button by the class name. Then click **Drop** again.
3. If a manager/administrator enrolled you, contact them to drop the class. If you sent an application to the Partnership to be enrolled, call the Partnership at 800-253-4332 or 518-486-7814.

Enrollment Status Enrolled
Start Date --
Last Enrollment Date --

Drop **Cancel**

Print a Certificate

1. Click on **My Learning** on the **Quick Links** menu.
2. Locate the *completed* class/program.
3. Click on the **Print Certificate** button next to the name of the class/program.

Review ★★★★★ **Print Certificate**

DIRECTIONS FOR COMPLETING APPLICATION

1. Please type or print legibly and complete entire application.
2. Negotiating Unit – Employees are eligible to attend **Skills for Success** courses or webinars if they are:
 - A CSEA-represented New York State employee in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units.
 - OR -
 - A New York State employee (previously in the ASU/02) serving a probationary period in a transition title or traineeship (MC/06 or PS&T/05) supported by the Partnership may attend courses or webinars.
 - OR -
 - A New York State employee in a Management/Confidential (MC/06) clerical or secretarial title, as space permits.
 - OR -
 - CSEA-represented employees working in local government, school districts, state authorities, or the private sector, as space permits.
3. Specify the name of your agency or local government or private sector organization (for example, Office of Mental Health or City of Syracuse) and your facility name (for example, Rockland Psychiatric Center or Nassau County School District), if applicable.
4. Please include an email address as notifications are sent via email.
5. Applications must be signed and dated by your supervisor if the course or webinar occurs during your regular work hours. If you are using your own time, a supervisor signature is not required. If you are accepted into a course or webinar, please notify your supervisor. Do not attend the course or webinar unless you receive notification.

NOTE: If you do not receive a notification 10 days before the course or webinar is scheduled, call the Partnership at (518) 486-7814 or, for areas outside the Capital Region, (800) 253-4332.
6. Mail or fax application to:
 - NYS & CSEA Partnership for Education and Training
 - Corporate Plaza East - Suite 502
 - 240 Washington Avenue Ext.
 - Albany, NY 12203
 - Fax: (518) 486-1989 or (518) 473-0056

The NYS & CSEA Partnership for Education and Training does not discriminate on the basis of age, race, creed, color, national origin, sexual orientation, gender identity, military status, sex, disability, predisposing genetic characteristics, marital status, or domestic violence victim status in employment, admission, or access to its programs or activities. Reasonable accommodation will be provided on request. The State of New York is an Equal Opportunity Employer.

APPLICANT INFORMATION

Please print or type.

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 courses and webinars in select categories. See page 32 for more details. – OR – Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here <input type="checkbox"/> .	Current Job Title	Grade
	Name of Agency or Organization	
	Facility	
	Day Phone ()	
	Email Address (Must provide at least one)	
	Home:	
	Work:	

Reasonable Accommodation: All participants are welcome. If you have a disability and need an accommodation, check here ☐.
 A Partnership staff member will contact you for further information.

COURSE AND WEBINAR INFORMATION

Title	Date(s)	SLMS Class Code
1.		
2.		
3.		

I hereby attest that I will comply with all COVID-19 safety measures required by NYS, the Partnership, the instructor, and the county in which I will be attending training on the day of class. Examples of compliance include social distancing, wearing a mask, and vaccination or testing requirements for employees at the time of the training.

Employee Signature _____

SUPERVISOR APPROVAL

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

Supervisor Name (Print or Type)	Supervisor Signature	
Supervisor Email	Supervisor Phone Number	Date

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: Registration deadlines are approximately three weeks before the first day of the course or webinar.

ADDITIONAL EDUCATION AND TRAINING RESOURCES

Programs and Services Accessed Directly by CSEA-represented NYS Employees:

Tuition Vouchers provide additional tuition benefits for employees who could benefit from basic skills enhancement including developmental college preparation webinars, high school equivalency programs, or English for speakers of other languages courses.

Certification and Licensure Examination Fee Reimbursement Program provides reimbursement for certification and licensure examination fees that are job or career-related and lead to certification or licensure for a state occupation.

Educational Advisement Services offer confidential advice and referrals for employees about tuition benefits, financial aid, basic skills, nursing programs, starting or returning to college, and high school equivalency test preparation.

Online Learning Courses allow employees access to thousands of SkillSoft courses. Employees can also enroll in certificate programs where they complete a series of online courses to enhance their job-related skills and career mobility opportunities.

Tuition Benefits provide educational benefits to employees, enabling them to achieve greater career mobility, qualify for promotional opportunities, improve job skills, and prepare for future workforce needs. Employees matriculated in HVAC, IT, nursing, and welding programs may access additional Targeted Tuition Benefits.





www.nyscseapartnership.org