



FALL 2022

# SKILLS for SUCCESS

Courses and Webinars

(800) 253-4332

[www.nyscseapartnership.org](http://www.nyscseapartnership.org)

[learning@nyscseapartnership.org](mailto:learning@nyscseapartnership.org)

 [nyscseapartnership](https://www.facebook.com/nyscseapartnership)

 [NYSCSEA](https://twitter.com/NYSCSEA)

 [nyscseapartnership](https://www.youtube.com/nyscseapartnership)





# COURSE CATEGORIES

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**Adult Education Basics**

**Computer Skills**

**Individual Development**

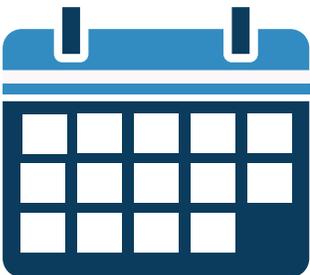
**Interpersonal Communication**

**Safety and Health**

**Trades, Operations, and  
Maintenance**

**Work Management**

**Writing Skills**



**Fall 2022 Skills for Success Course Schedule**  
September - December 2022

# A JOINT MESSAGE

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

The Partnership is jointly sponsored and administered by the 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 courses and webinars. This allows employees to take part in training using a computer or mobile device with an internet connection. **We will also be offering in-person classes this Fall.**

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 60](#).
- Attend online courses and webinars at your convenience from a 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.



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

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# ABOUT THE PROGRAM

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## 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 Skills for Success will be offered online and in-person. Course and webinar descriptions along with their dates and locations 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).
- NYS employee in a Management/Confidential (MC/06) clerical or secretarial title, as space permits.

# COURSES AND WEBINARS DESIGNED FOR YOU

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**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.



## Online and In-Person Learning

We are offering a number of courses and webinars online. Employees can access courses using a computer or mobile device with an internet connection.

Skills for Success will also be offering in-person classes this semester. See [page 44](#) to explore what courses are available in your region.

Webinars are held virtually and typically last one hour, while online and in-person courses may run for a few hours or be held over several weeks.

## Workforce Development Competencies

Workforce development competencies are foundational job-based skills all employees need to succeed across various occupations.

The standards 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

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## Enroll through SLMS

- Employees can enroll for courses and webinars through the Statewide Learning Management System (SLMS) at [www.nyslearn.ny.gov](http://www.nyslearn.ny.gov).
- If you have forgotten your Username or Password, go to [www.nyslearn.ny.gov](http://www.nyslearn.ny.gov) and 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 57](#).

## Enroll through the Partnership

- If you are unable to enroll through SLMS, complete the Skills for Success application form on [page 60](#).
- You can apply for multiple courses and webinars on one application form.
- You must obtain your supervisor's approval on the application form 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 (800) 253-4332 or [learning@nyscseapartnership.org](mailto:learning@nyscseapartnership.org) for information about enrolling in classes through SLMS.

## Applicants

Enroll for courses and 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 or webinar, the supervisor will receive an email notification from [donotreply@oer.ny.gov](mailto:donotreply@oer.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 the supervisor approves an employee's enrollment, they 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 about accessibility or a request for accommodation, please call (800) 253-4332 or email [advisors@nyscseapartnership.org](mailto:advisors@nyscseapartnership.org).

# NOTIFICATIONS

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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 (800) 253-4332.

**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 jurisdiction 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 (800) 253-4332 or [learning@nycscseapartnership.org](mailto:learning@nycscseapartnership.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

### Notification That a Course or Webinar is Full

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.

### Waitlists

The Partnership will maintain a waitlist for any course or webinar that has reached 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

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- Certificates of Completion are awarded for Skills for Success Certificates of Completion 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 also 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 (800) 253-4332.

## Address

NYS & CSEA Partnership  
for Education and Training  
Corporate Plaza East - Suite 502  
240 Washington Ave. Ext.  
Albany, NY 12203

## Contact Us

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

## Follow Us On Social Media



### 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.*



### Tuition Benefits

## Learn New Skills to Advance Your Career and Educational Goals with the Help of Tuition Benefits

*The Partnership's Tuition Benefits Program provides educational benefits to CSEA-represented NYS employees, enabling them to achieve greater career mobility and promotional opportunities, and improve job skills.*

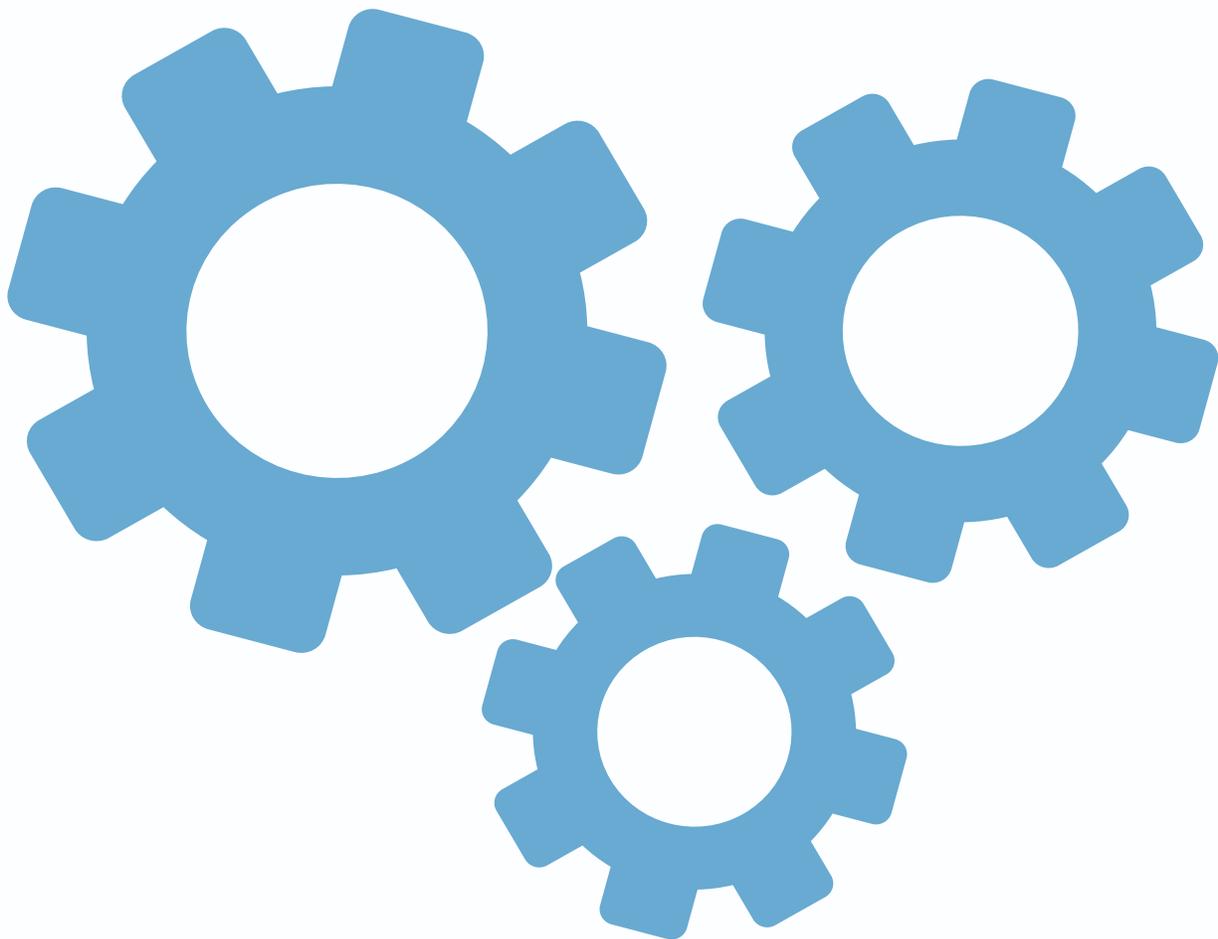


# WORKFORCE DEVELOPMENT COMPETENCIES

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Workforce development competencies are foundational, job-based skills employees need in order to succeed across various 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 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 design, use, 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 woman wearing a white hard hat and a tan work jacket stands in an industrial setting, smiling at the camera with her arms crossed. The background is slightly blurred, showing industrial equipment and lighting.

# COURSE AND WEBINAR DESCRIPTIONS AND DATES

# ADULT EDUCATION BASICS

The Adult Education Basics online 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. All Adult Education Basics courses are held in a multi-skill level online environment.

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## Effective Reading Skills 2 (Online)

This six-week course is a continuation of Effective Reading Skills 1 and 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:

- Analyze text for meaning, purpose, point of view, methodology, and limitations.
- Interpret statistics in charts and graphs, identifying trends and their application to lives and work.
- Identify one's questions on a reading and topic, and do research; apply skimming and scanning techniques.
- Differentiate between fact, idea, opinion, and learning issue; identify the potential for bias, both an author's and one's own.
- Identify and connect ideas across genres of writing.

November 8, 10, 15, 17, 22, 29; December 1, 6, 8, 13, 15 & 20, 2022

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

SLMS Class Code: P\_AEB\_R9\_5453

## **NEW!** Math Refresher 2 (Online)

This six-week course is a refresher of math topics such as percentages, ratios, and proportions. Participants will also perform basic calculations with signed numbers, calculate compound interest, and interpret simple graphs. **Attendance is required all days.**

### Participants will:

- Perform math calculations with fractions, decimals, percentages, and signed numbers.
- Write ratios.
- Calculate proportions.
- Calculate compound interest in word problems.
- Interpret bar graphs and pie charts.
- Use the order of operations to solve word problems and algebraic expressions.

Continue



# ADULT EDUCATION BASICS

September 20, 22, 27, 29; October 4, 6, 11, 13, 18, 20, 25 & 27, 2022

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

SLMS Class Code: P\_AEB\_R9\_5452

## COMPUTER SKILLS

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

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### 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.

November 15, 2022

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

SLMS Class Code: P\_OE\_R7\_5408

# COMPUTER SKILLS

## Internet Research Skills - Webinar



The internet contains an enormous amount of information from both reliable and unreliable sources, and wading through this material can be overwhelming. This course provides strategies for employees to find helpful and accurate information quickly.

### Participants will:

- Review internet search engines and search tools.
- Identify effective search techniques for the internet.
- Apply criteria to evaluate information found on the internet.

October 19, 2022

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

SLMS Class Code: P\_OE\_R7\_5409

## Microsoft Excel 2016 Basics - One Day In-person Course



This course provides the basic knowledge and skills needed to perform daily tasks and improve productivity in the 2016 version of Microsoft Excel. Participants will be expected to have a working knowledge of desktop computers and be familiar with using the keyboard and mouse.

### Participants will:

- Practice with common spreadsheet functions.
- Create and format worksheets.
- Use simple formulas.
- Enter information into a workbook.
- Preview and print a worksheet.

Department of Labor, Albany

October 11, 2022

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

SLMS Class Code: P\_OE\_R4\_5372

Department of Transportation, Rochester

October 12, 2022

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

SLMS Class Code: P\_OE\_R6\_5434

SUNY Old Westbury, Old Westbury

October 19, 2022

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

SLMS Class Code: P\_OE\_R1\_5462

Central New York DDSO, Rome

November 2, 2022

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

SLMS Class Code: P\_OE\_R5\_5457

# COMPUTER SKILLS

## Microsoft Excel 2016 Intermediate - One Day In-person Course



This course provides the intermediate knowledge and skills needed to perform specialized tasks and improve productivity in Excel. Participants will be expected to have a working knowledge of the topics covered in Excel Basics or have equivalent knowledge.

### Participants will:

- Perform calculations in Excel using formulas and functions.
- Use sort, filter, and table tools in Excel to organize data.
- Create and format charts to present data.
- Identify strategies for working with data across multiple worksheets.
- Apply settings to protect worksheets.
- Use advanced formatting and print options.

Department of Labor, Albany

October 18, 2022

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

SLMS Class Code: P\_OE\_R4\_5373

SUNY Old Westbury, Old Westbury

November 9, 2022

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

SLMS Class Code: P\_OE\_R1\_5463

## Microsoft Outlook 2016: Managing Contacts and Tasks - Webinar



This webinar will teach you how to manage contacts and tasks using Microsoft Outlook. Topics include creating and editing contacts using the address book, creating and organizing tasks, and identifying the best practices of using these features.

### Participants will:

- Create and manage contacts using the address book.
- Create and organize tasks.
- Identify best practices for using contacts and tasks.

September 28, 2022

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

SLMS Class Code: P\_OE\_R7\_5410

# COMPUTER SKILLS

## Microsoft Word 2016 Basics - One Day In-person Course



This course provides the basic knowledge and skills needed to perform daily tasks and enhance productivity in Microsoft Word 2016. Participants will be expected to have a working knowledge of desktop computers and be familiar with using the keyboard and mouse.

### Participants will:

- Practice common word processing tasks.
- Create and edit documents.
- Format page layouts, text, tables, and paragraphs.
- Format and insert page breaks, pictures, headers and footers, and tables.
- Preview and print a document.

Western New York DDSO, West Seneca

October 19, 2022

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

SLMS Class Code: P\_OE\_R6\_5403

Central New York DDSO, Rome

October 20, 2022

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

SLMS Class Code: P\_OE\_R5\_5458

Department of Labor, Albany

October 25, 2022

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

SLMS Class Code: P\_OE\_R4\_5374

Central New York DDSO, Syracuse

October 27, 2022

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

SLMS Class Code: P\_OE\_R5\_5459

SUNY Old Westbury, Old Westbury

November 16, 2022

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

SLMS Class Code: P\_OE\_R1\_5464

DOCCS Training Room - 4th floor, New York

November 17, 2022

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

SLMS Class Code: P\_OE\_R2\_5456

Department of Environmental Conservation,  
New Paltz

December 1, 2022

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

SLMS Class Code: P\_OE\_R3\_5391

# INDIVIDUAL DEVELOPMENT

These courses and webinars 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 learn about a variety of subjects, depending on their individual needs and interests.

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## **NEW! Best Practices for Resumes and Cover Letters - Webinar**

Has it been a while since you updated your resume? Are you looking to stand out? This webinar will help you identify your personal brand and will also give you tips for writing customized resumes and cover letters that capture the attention of potential employers.

### **Participants will:**

- Identify your personal skills, abilities, and values.
- Research job opportunities that match your unique skill set.
- Identify the building blocks of a resume and cover letter.
- Customize your resume and cover letter for specific job opportunities.

**September 22, 2022**

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

SLMS Class Code: P\_OE\_R7\_5411

## **Financing Your Education - Webinar**

How to afford a college degree is a dilemma often faced by many people. Paying for school is one of the barriers cited most often by working adults looking to return to school. This webinar covers traditional and non-traditional ways to pay for college and save money.

### **Participants will:**

- Acquire an overview of traditional federal and state financial aid programs using the Free Application for Federal Student Aid (FAFSA).
- Obtain tips on how to search for scholarships.
- Become familiar with educational tax credits, credit by exam programs, and obtaining college credit for prior learning experiences.

**November 29, 2022**

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

SLMS Class Code: P\_OE\_R7\_5412

# 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.

September 8, 2022

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

SLMS Class Code: P\_OE\_R7\_5413

## Study Skills to Build Success - Webinar



Are you thinking about going back to school to further your career? In this webinar, we will discuss skills that will help you reach your goals such as time management, support systems, proven study techniques, and overcoming test anxiety.

### Participants will:

- Recognize the importance of a growth mindset and time management.
- Identify resources and support systems.
- Use study techniques to improve recall.
- Discover how to overcome test anxiety and prepare for tests.

December 1, 2022

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

SLMS Class Code: P\_OE\_R7\_5414

# INDIVIDUAL DEVELOPMENT

## Using the Tuition Benefits Program - Webinar



Interested in returning to school to work on a degree but not sure how to pay for it? Interested in taking courses to become eligible for a Civil Service examination or to improve your current job skills? This webinar provides information about using the Partnership's Tuition Benefits Program to help pay for courses. **This webinar is open only to CSEA-represented NYS employees.**

### Participants will:

- Determine their eligibility for tuition benefits.
- Identify the different types of benefits available and the types of courses covered.
- Discover how to apply for and use their benefits, cancel a benefit, change courses and schools, and drop a course.
- Gain knowledge about benefit coverage limits.

November 22, 2022

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

SLMS Class Code: P\_OE\_R7\_5461

# INTERPERSONAL COMMUNICATION

These courses and webinars 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.

Continue



# INTERPERSONAL COMMUNICATION

November 9, 2022

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

SLMS Class Code: P\_OE\_R7\_5415

## 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.

September 7, 2022

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

SLMS Class Code: P\_OE\_R7\_5416

## Customer Service - One Day In-person Course

This course addresses the role of customer service in the public sector. It will provide strategies and techniques for effectively handling customers when delivering outstanding service to the public.

### Participants will:

- Gain knowledge about what is and is not good customer service.
- Acquire useful tips for handling difficult and angry customers.
- Develop strategies for managing stress when dealing with customers.
- Identify and address the challenges of working with customers from diverse backgrounds.

Department of Labor, Albany

September 20, 2022

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

SLMS Class Code: P\_OE\_R4\_5375

Department of Transportation, Rochester

September 21, 2022

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

SLMS Class Code: P\_OE\_R6\_5435

Shirley A. Chisholm State Office Building,  
Brooklyn

September 28, 2022

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

SLMS Class Code: P\_OE\_R2\_5451

Department of Transportation Training Center, North Syracuse

September 29, 2022

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

SLMS Class Code: P\_OE\_R5\_5443

Continue



# INTERPERSONAL COMMUNICATION

Sterling Forest State Park, Tuxedo

October 6, 2022

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

SLMS Class Code: P\_OE\_R3\_5387

Bethpage State Park, Farmingdale

October 12, 2022

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

SLMS Class Code: P\_OE\_R1\_5399

## 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 a customer service scenario.

October 6, 2022

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

SLMS Class Code: P\_OE\_R7\_5417

## Professionalism in the Digital Age - Webinar

This webinar introduces the rules-of-the-road for popular forms of digital workplace communication. It will identify professional practices for use of email, instant messaging, voicemail, cell phones, and social media.

### Participants will:

- Identify professional use of digital communication practices.
- Recognize the role of privacy and confidentiality in workplace communication.
- Apply digital etiquette to common workplace scenarios.

October 11, 2022

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

SLMS Class Code: P\_OE\_R7\_5418

# SAFETY AND HEALTH

Safety and Health courses and webinars 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.

**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.

## Boiler Safety Awareness - Half-day In-person Course

Working on and around steam distribution systems has many associated risks. This course identifies physical, chemical, and material hazards as well as guidance on managing those risks, avoiding, and controlling potential exposures.

### Participants will:

- Discuss the risks and hazards associated with maintaining and repairing hot water and steam distribution systems.
- Recognize workplace safety controls to minimize exposures and injuries related to hot water and steam distribution systems.
- Discuss proper use of lockout/tagout, confined space training, and other elements of safe distribution systems utilization and maintenance

Department of Environmental Conservation, Ray Brook

October 20, 2022

7:30 a.m. - 11:00 a.m.

SLMS Class Code: P\_OE\_R4\_5385

Department of Environmental Conservation, New Paltz

November 16, 2022

7:30 a.m. - 11:00 a.m.

SLMS Class Code: P\_OE\_R3\_5380

## **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.

Continue 

# SAFETY AND HEALTH

October 25, 2022

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

SLMS Class Code: P\_OE\_R7\_5420

## **NEW! Situational Awareness - Webinar**

This course is for all New York State employees. Situational awareness is the process of being aware of our surroundings and the potential hazards we face. It is important that each individual is looking out for his or her own safety as well as looking out for others.

### **Participants will:**

- Define situational awareness.
- Discuss steps you can take to increase your situational awareness.
- Apply the process of critical observation.

December 13, 2022

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

SLMS Class Code: P\_OE\_R7\_5419

## **NEW! Where There's Smoke, There's Fire - Webinar**

In this webinar, participants will explore about the basics of fire prevention, including locating and understanding an emergency action plan and how to select and use the proper fire extinguisher.

### **Participants will:**

- Discuss the basics of fire prevention.
- Identify the workplace emergency action plan.
- Select the proper fire extinguisher.

September 29, 2022

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

SLMS Class Code: P\_OE\_R7\_5421

# SAFETY AND HEALTH

## World Trade Center Health Programs Overview - Webinar



This webinar introduces participants to the federal and New York State World Trade Center Health Programs. Participants will explore hazards and health conditions associated with the September 11th attacks of 2001, health programming, eligibility requirements, how to enroll, and where to find additional resources. Individuals who worked, volunteered, lived, or responded in ANY capacity, to or near the site, are encouraged to attend.

### Participants will:

- Review hazards and health conditions associated with 9/11.
- Review NYS and federal programs.
- Discuss eligibility criteria.
- Discuss the impacts of COVID-19.
- Identify resources.

September 13, 2022

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

SLMS Class Code: P\_OE\_R7\_5422

# TRADES, OPERATIONS, AND MAINTENANCE

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

## Air Conditioning and Refrigeration Advanced - Two Day In-person Course

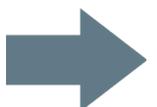


This course is for employees who have some familiarity with the basic principles of air conditioning. It presents participants with the more advanced terminology and practices used in this trade.

### Participants will:

- Gain knowledge about how electrical controls and metering devices are used in the field.
- Demonstrate how to analyze an air conditioning or refrigeration system using gauges and thermometers.
- Identify the benefits of efficient air conditioning and refrigeration systems.

Continue



# TRADES, OPERATIONS, AND MAINTENANCE

Pilgrim Psychiatric Center, West Brentwood

September 13 & 14, 2022

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

SLMS Class Code: P\_OE\_R1\_5397

Harriman State Office Campus, Albany

November 1 & 2, 2022

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

SLMS Class Code: P\_OE\_R4\_5383

## Air Conditioning and Refrigeration Basics - One 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.

Reservoir State Park, Lewiston

October 18, 2022

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

SLMS Class Code: P\_OE\_R6\_5433

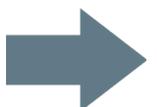
## Blueprint Reading Fundamentals - Two Day In-person Course

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

### Participants will:

- Identify various sheets within a set of blueprints.
- Use an architectural ruler to read scaled drawings.
- Convert designs into a blueprint.
- Interpret different types of drawings (e.g., architectural, electrical, plumbing, HVAC).
- Explain abbreviations, symbols, and line types within a blueprint.
- Recognize design elements specific to every trade.

Continue



# TRADES, OPERATIONS, AND MAINTENANCE

DOCCS Training Academy, Albany

September 6 & 7, 2022

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

SLMS Class Code: P\_OE\_R4\_5376

Riverbank State Park, Manhattan

September 13 & 14, 2022

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

SLMS Class Code: P\_OE\_R2\_5393

Department of Transportation, Rochester

October 18 & 19, 2022

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

SLMS Class Code: P\_OE\_R6\_5454

Green Lakes State Park, Fayetteville

November 1 & 2, 2022

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

SLMS Class Code: P\_OE\_R5\_5438

Pilgrim Psychiatric Center, West Brentwood

November 14 & 15, 2022

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

SLMS Class Code: P\_OE\_R1\_5428

Sterling Forest State Park, Tuxedo

November 29 & 30, 2022

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

SLMS Class Code: P\_OE\_R3\_5388

## Carpentry Advanced - Two Day In-person Course

This course is for employees who have some familiarity with the basic principles of carpentry. It presents participants with advanced terminology and practices used in the carpentry trade.

### Participants will:

- Identify how to frame walls, floors, roofs, and stairs.
- Discover how to install windows, door units, and drywall.
- Explain project estimation principles.

Fishkill Correctional Facility, Beacon

October 25 & 26, 2022

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

SLMS Class Code: P\_OE\_R3\_5379

# TRADES, OPERATIONS, AND MAINTENANCE

## Electricity Advanced - Two Day In-person Course

This course is for employees who have some familiarity with the basic principles of electricity. It presents participants with advanced terminology and practices used in the electrical trade.

### Participants will:

- Demonstrate effective troubleshooting skills for devices and circuits.
- Identify proper safety equipment and procedures for working on various electrical systems.
- Use measurement instruments to test electrical components and circuits.

Fort Montgomery State Historic Site,  
Fort Montgomery

September 28 & 29, 2022

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

SLMS Class Code: P\_OE\_R3\_5392

Central New York DDSO, Rome

September 28 & 29, 2022

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

SLMS Class Code: P\_OE\_R5\_5444

Western New York DDSO, West Seneca

October 5 & 6, 2022

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

SLMS Class Code: P\_OE\_R6\_5404

Connetquot River State Park Preserve, Oakdale

December 13 & 14, 2022

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

SLMS Class Code: P\_OE\_R1\_5398

## Masonry Basics - One Day In-person Course

Participants receive an introduction to basic masonry work and the use of a variety of materials including brick, stone, plaster, and concrete.

### Participants will:

- Discover the proper use of masonry materials.
- Identify types and uses of masonry tools and equipment.
- Demonstrate proper techniques for mixing mortar and laying concrete block.

Taughannock State Park, Trumansburg

September 8, 2022

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

SLMS Class Code: P\_OE\_R5\_5445

# TRADES, OPERATIONS, AND MAINTENANCE

## Plumbing Basics - One 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.

Saratoga Spa State Park, Saratoga Springs

September 16, 2022

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

SLMS Class Code: P\_OE\_R4\_5386

Riverbank State Park, Manhattan

November 3, 2022

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

SLMS Class Code: P\_OE\_R2\_5394

## Small Engine Basics - Two Day In-person Course

Participants receive instruction in the maintenance, operation, and repair of chainsaw, lawn mower, and small grounds keeping equipment engines. The course provides participants with insight into the inner workings of ignition systems, carburetors, and clutches.

### Participants will:

- Discover the basic theory of two- and four-cycle gas-powered engines.
- Maintain, troubleshoot, and repair small gas-powered engines.
- Demonstrate engine cleaning and servicing techniques.
- Carry out proper safety procedures for handling fuels, including proper labeling and storage.

Western New York DDSO, West Seneca

September 20 & 21, 2022

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

SLMS Class Code: P\_OE\_R6\_5455

Capital District DDSO, Schenectady

September 27 & 28, 2022

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

SLMS Class Code: P\_OE\_R4\_5371

Dulles State Office Building, Watertown

October 27 & 28, 2022

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

SLMS Class Code: P\_OE\_R5\_5448

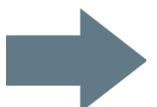
Planting Fields Arboretum, Oyster Bay

November 22 & 23, 2022

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

SLMS Class Code: P\_OE\_R1\_5400

Continue



# TRADES, OPERATIONS, AND MAINTENANCE

Sterling Forest State Park, Tuxedo

December 27 & 28, 2022

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

SLMS Class Code: P\_OE\_R3\_5389

## WORK MANAGEMENT

These courses and webinars 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.

### Critical Thinking - One Day In-person Course



This course introduces participants to critical thinking. Participants will define what critical thinking is and what it is not, identify the elements, and then apply the process to real-world scenarios. The skills developed in this course will help participants to begin thinking differently about situations that arise at work. This course was designed to help participants successfully practice critical thinking skills during the workshop so that they can use them with confidence on the job.

#### Participants will:

- Define critical thinking.
- Identify elements of critical thinking.
- Recognize barriers to critical thinking.
- Apply the critical thinking process to work-related discussions and assignments.
- Identify when and where to use the critical thinking process.

DOCCS Training Academy, Albany

September 13, 2022

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

SLMS Class Code: P\_OE\_R4\_5377

Department of Transportation, Rochester

September 14, 2022

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

SLMS Class Code: P\_OE\_R6\_5436

Continue



# WORK MANAGEMENT

Shirley A. Chisholm State Office Building,  
Brooklyn

September 20, 2022

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

SLMS Class Code: P\_OE\_R2\_5449

Department of Transportation Training Center,  
North Syracuse

September 22, 2022

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

SLMS Class Code: P\_OE\_R5\_5446

Connetquot River State Park Preserve,  
Oakdale

October 5, 2022

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

SLMS Class Code: P\_OE\_R1\_5401

## Effective Problem Solving - One Day In-person Course



This course provides an easy-to-remember tool to review and solve difficult problems. Participants will discuss how to define problems and break them into smaller parts. Then, they will identify possible causes and come up with solutions. Finally, they will weigh the strengths and weaknesses of solutions and see how to carry them out in an organized way.

### Participants will:

- Define the problem.
- Break difficult problems into smaller parts.
- Separate the causes of a problem from other factors.
- Compare the strengths and weaknesses of solutions.
- Prepare alternative solutions.
- Develop methods for dealing with everyday problems.

Harriman State Office Campus, Albany

September 27, 2022

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

SLMS Class Code: P\_OE\_R4\_5384

Eleanor Roosevelt State Office Building, Poughkeepsie

October 4, 2022

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

SLMS Class Code: P\_OE\_R3\_5378

Western New York DDSO, West Seneca

October 5, 2022

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

SLMS Class Code: P\_OE\_R6\_5405

Continue



# WORK MANAGEMENT

Department of Transportation Training  
Center, North Syracuse

October 13, 2022

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

SLMS Class Code: P\_OE\_R5\_5439

Shirley A. Chisholm State Office Building, Brooklyn

October 18, 2022

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

SLMS Class Code: P\_OE\_R2\_5450

## 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.

September 15, 2022

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

SLMS Class Code: P\_OE\_R7\_5424

## Take Control of Your Time - Webinar



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

### Participants will:

- Identify criteria for establishing priorities.
- Consider techniques and tips for planning time more effectively.
- Recognize how to handle shifting and competing priorities.

November 3, 2022

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

SLMS Class Code: P\_OE\_R7\_5423

# WRITING SKILLS

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

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## **NEW! Crafting Powerful Writing: Precision and Clarity - Webinar**

Do you want to make sure people read what you write? Learn to write clearly and concisely to make your emails and reports more powerful. In this webinar, we'll focus on rephrasing sentences, choosing simple but precise words, and tips for proofreading to improve your writing.

### **Participants will:**

- Discover methods to organize your thoughts for clearer writing.
- Identify how to create clear, concise sentences.
- Choose appropriate, effective vocabulary.
- Discover methods to proofread your writing.

October 12, 2022

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

SLMS Class Code: P\_OE\_R7\_5425

## **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.

December 7, 2022

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

SLMS Class Code: P\_OE\_R7\_5426

# WRITING SKILLS

## Successful Business Writing - One Day In-person Course

One of the most important skills employees can master in the workplace is writing. Business documents such as emails, memos, letters, and reports that are well-written and organized convey a professional image that is highly valued in any department or agency.

### Participants will:

- Discover how to organize and present information for high impact and clarity.
- Examine ways to write clear, concise, and well-organized sentences.
- Identify common errors relating to grammar, word choice, spelling, punctuation, and composition.
- Develop proofreading and editing techniques to produce error-free documents.

Kingsboro Psychiatric Center, Brooklyn

October 18, 2022

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

SLMS Class Code: P\_OE\_R2\_5395

Department of Transportation, Rochester

October 26, 2022

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

SLMS Class Code: P\_OE\_R6\_5437

NYS & CSEA Partnership, Albany

November 1, 2022

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

SLMS Class Code: P\_OE\_R4\_5381

Sterling Forest State Park, Tuxedo

November 3, 2022

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

SLMS Class Code: P\_OE\_R3\_5390

Department of Transportation Training Center,  
North Syracuse

November 10, 2022

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

SLMS Class Code: P\_OE\_R5\_5447

Hempstead Lake State Park, West Hempstead

November 30, 2022

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

SLMS Class Code: P\_OE\_R1\_5430

# WRITING SKILLS

## **NEW!** The Foundations of Good Writing - Webinar



Do you struggle with writer's block? Are you unsure how to start writing? This webinar discusses the foundational skills for good writing: knowing your audience, your purpose, and organizing your thoughts clearly. Whether you write emails, reports, or anything in between, this webinar is for you.

### Participants will:

- Recognize the importance of writing with readers in mind.
- Define the purpose of a particular writing task.
- Choose the best way to organize your writing to guide your reader.
- Identify basic structural elements that you can use to enhance your writing.

September 21, 2022

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

SLMS Class Code: P\_OE\_R7\_5427

## Writing Effective Reports and Evaluations - One Day In-person Course



Writing effective reports and evaluations is a skill that many of us need help with. Reports and evaluations are much more structured than most writing assignments. They need to be concise and fact-based, without embellishment. They also need to contain relevant information and be well-organized. The concepts covered in this course will assist employees with writing effective reports and evaluations.

### Participants will:

- Determine which report or evaluation format is appropriate.
- Distinguish between facts and opinions when preparing reports and evaluations.
- Achieve clarity of expression in word choice and sentence structure.
- Recognize well-organized reports and evaluations based on specific goals.

Taxation and Finance, Brooklyn

October 6, 2022

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

SLMS Class Code: P\_OE\_R2\_5396

NYS & CSEA Partnership, Albany

November 8, 2022

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

SLMS Class Code: P\_OE\_R4\_5382

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Planting Fields Arboretum, Oyster Bay

December 7, 2022

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

SLMS Class Code: P\_OE\_R1\_5402

# COURSES AND WEBINARS BY MONTH

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## SEPTEMBER

### Blueprint Reading Fundamentals

DOCCS Training Academy, Albany

September 6 & 7, 2022

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

SLMS Class Code: P\_OE\_R4\_5376

*See Page 22 for Course Description*

### Masonry Basics

Taughannock State Park, Trumansburg

September 8, 2022

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

SLMS Class Code: P\_OE\_R5\_5445

*See Page 24 for Course Description*

### Merit System: Examinations and Eligible Lists

September 8, 2022

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

SLMS Class Code: P\_OE\_R7\_5413

*See Page 15 for Course Description*

### Critical Thinking

DOCCS Training Academy, Albany

September 13, 2022

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

SLMS Class Code: P\_OE\_R4\_5377

*See Page 26 for Course Description*

## SEPTEMBER

### Blueprint Reading Fundamentals

Riverbank State Park, Manhattan

September 13 & 14, 2022

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

SLMS Class Code: P\_OE\_R2\_5393

*See Page 22 for Course Description*

### Air Conditioning and Refrigeration Advanced

Pilgrim Psychiatric Center, West Brentwood

September 13 & 14, 2022

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

SLMS Class Code: P\_OE\_R1\_5397

*See Page 21 for Course Description*

### World Trade Center Health Programs Overview

September 13, 2022

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

SLMS Class Code: P\_OE\_R7\_5422

*See Page 21 for Course Description*

### Critical Thinking

Department of Transportation, Rochester

September 14, 2022

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

SLMS Class Code: P\_OE\_R6\_5436

*See Page 26 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## SEPTEMBER

### Organizing Your Workspace for Increased Productivity

September 15, 2022

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

SLMS Class Code: P\_OE\_R7\_5424

*See Page 28 for Course Description*

### Plumbing Basics

Saratoga Spa State Park, Saratoga Springs

September 16, 2022

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

SLMS Class Code: P\_OE\_R4\_5386

*See Page 25 for Course Description*

### Customer Service

Department of Labor, Albany

September 20, 2022

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

SLMS Class Code: P\_OE\_R4\_5375

*See Page 17 for Course Description*

## SEPTEMBER

### Critical Thinking

Shirley A. Chisholm State Office Building,  
Brooklyn

September 20, 2022

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

SLMS Class Code: P\_OE\_R2\_5449

*See Page 26 for Course Description*

### Small Engine Basics

Western New York DDSO, West Seneca

September 20 & 21, 2022

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

SLMS Class Code: P\_OE\_R6\_5455

*See Page 25 for Course Description*

### Math Refresher 2 (Online)

September 20, 22, 27, 29; October 4, 6, 11, 13, 18,  
20, 25 & 27, 2022

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

SLMS Class Code: P\_AEB\_R9\_5452

*See Page 9 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## SEPTEMBER

### Customer Service

Department of Transportation, Rochester

September 21, 2022

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

SLMS Class Code: P\_OE\_R6\_5435

*See Page 17 for Course Description*

### The Foundations of Good Writing

September 21, 2022

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

SLMS Class Code: P\_OE\_R7\_5427

*See Page 31 for Course Description*

### Critical Thinking

Department of Transportation Training Center,  
North Syracuse

September 22, 2022

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

SLMS Class Code: P\_OE\_R5\_5446

*See Page 26 for Course Description*

### Best Practices for Resumes and Cover Letters

September 22, 2022

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

SLMS Class Code: P\_OE\_R7\_5411

*See Page 14 for Course Description*

## SEPTEMBER

### Effective Problem Solving

Harriman State Office Campus, Albany

September 27, 2022

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

SLMS Class Code: P\_OE\_R4\_5384

*See Page 27 for Course Description*

### Small Engine Basics

Capital District DDSO, Schenectady

September 27 & 28, 2022

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

SLMS Class Code: P\_OE\_R4\_5371

*See Page 25 for Course Description*

### Microsoft Outlook 2016: Managing Contacts and Tasks

September 28, 2022

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

SLMS Class Code: P\_OE\_R7\_5410

*See Page 12 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## SEPTEMBER

### Electricity Advanced

Fort Montgomery State Historic Site,  
Fort Montgomery

September 28 & 29, 2022

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

SLMS Class Code: P\_OE\_R3\_5392

*See Page 24 for Course Description*

### Electricity Advanced

Central New York DDSO, Rome

September 28 & 29, 2022

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

SLMS Class Code: P\_OE\_R5\_5444

*See Page 24 for Course Description*

### Customer Service

Shirley A. Chisholm State Office Building,  
Brooklyn

September 28, 2022

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

SLMS Class Code: P\_OE\_R2\_5451

*See Page 17 for Course Description*

## SEPTEMBER

### Customer Service

Department of Transportation Training Center,  
North Syracuse

September 29, 2022

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

SLMS Class Code: P\_OE\_R5\_5443

*See Page 17 for Course Description*

### Where There's Smoke, There's Fire

September 29, 2022

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

SLMS Class Code: P\_OE\_R7\_5421

*See Page 20 for Course Description*

## OCTOBER

### Effective Problem Solving

Eleanor Roosevelt State Office Building,  
Poughkeepsie

October 4, 2022

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

SLMS Class Code: P\_OE\_R3\_5378

*See Page 27 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## OCTOBER

### Critical Thinking

Connetquot River State Park Preserve,  
Oakdale

October 5, 2022

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

SLMS Class Code: P\_OE\_R1\_5401

*See Page 26 for Course Description*

### Electricity Advanced

Western New York DDSO, West Seneca

October 5 & 6, 2022

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

SLMS Class Code: P\_OE\_R6\_5404

*See Page 24 for Course Description*

### Effective Problem Solving

Western New York DDSO, West Seneca

October 5, 2022

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

SLMS Class Code: P\_OE\_R6\_5405

*See Page 27 for Course Description*

## OCTOBER

### Customer Service

Sterling Forest State Park, Tuxedo

October 6, 2022

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

SLMS Class Code: P\_OE\_R3\_5387

*See Page 17 for Course Description*

### Writing Effective Reports and Evaluations

Taxation and Finance, Brooklyn

October 6, 2022

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

SLMS Class Code: P\_OE\_R2\_5396

*See Page 31 for Course Description*

### Managing Stress in Customer Relations

October 6, 2022

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

SLMS Class Code: P\_OE\_R7\_5417

*See Page 18 for Course Description*

### Microsoft Excel 2016 Basics

Department of Labor, Albany

October 11, 2022

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

SLMS Class Code: P\_OE\_R4\_5372

*See Page 11 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## OCTOBER

### Professionalism in the Digital Age

October 11, 2022

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

SLMS Class Code: P\_OE\_R7\_5418

*See Page 18 for Course Description*

### Customer Service

Bethpage State Park, Farmingdale

October 12, 2022

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

SLMS Class Code: P\_OE\_R1\_5399

*See Page 17 for Course Description*

### Microsoft Excel 2016 Basics

Department of Transportation, Rochester

October 12, 2022

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

SLMS Class Code: P\_OE\_R6\_5434

*See Page 11 for Course Description*

### Crafting Powerful Writing: Precision and Clarity

October 12, 2022

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

SLMS Class Code: P\_OE\_R7\_5425

*See Page 29 for Course Description*

## OCTOBER

### Effective Problem Solving

Department of Transportation Training Center,  
North Syracuse

October 13, 2022

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

SLMS Class Code: P\_OE\_R5\_5439

*See Page 27 for Course Description*

### Microsoft Excel 2016 Intermediate

Department of Labor, Albany

October 18, 2022

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

SLMS Class Code: P\_OE\_R4\_5373

*See Page 12 for Course Description*

### Successful Business Writing

Kingsboro Psychiatric Center, Brooklyn

October 18, 2022

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

SLMS Class Code: P\_OE\_R2\_5395

*See Page 30 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## OCTOBER

### Effective Problem Solving

Shirley A. Chisholm State Office Building,  
Brooklyn

October 18, 2022

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

SLMS Class Code: P\_OE\_R2\_5450

*See Page 27 for Course Description*

### Air Conditioning and Refrigeration Basics

Reservoir State Park, Lewiston

October 18, 2022

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

SLMS Class Code: P\_OE\_R6\_5433

*See Page 22 for Course Description*

### Blueprint Reading Fundamentals

Department of Transportation, Rochester

October 18 & 19, 2022

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

SLMS Class Code: P\_OE\_R6\_5454

*See Page 22 for Course Description*

### Microsoft Excel 2016 Basics

SUNY Old Westbury, Old Westbury

October 19, 2022

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

SLMS Class Code: P\_OE\_R1\_5462

*See Page 11 for Course Description*

### Microsoft Word 2016 Basics

Western New York DDSO, West Seneca

October 19, 2022

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

SLMS Class Code: P\_OE\_R6\_5403

*See Page 13 for Course Description*

### Internet Research Skills

October 19, 2022

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

SLMS Class Code: P\_OE\_R7\_5409

*See Page 11 for Course Description*

### Boiler Safety Awareness

Department of Environmental Conservation,  
Ray Brook

October 20, 2022

7:30 a.m. - 11:00 a.m

SLMS Class Code: P\_OE\_R4\_5385

*See Page 19 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## OCTOBER

### Microsoft Word 2016 Basics

Central New York DDSO, Rome

October 20, 2022

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

SLMS Class Code: P\_OE\_R5\_5458

*See Page 13 for Course Description*

### Microsoft Word 2016 Basics

Department of Labor, Albany

October 25, 2022

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

SLMS Class Code: P\_OE\_R4\_5374

*See Page 13 for Course Description*

### Carpentry Advanced

Fishkill Correctional Facility, Beacon

October 25 & 26, 2022

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

SLMS Class Code: P\_OE\_R3\_5379

*See Page 23 for Course Description*

### Home Ergonomics

October 25, 2022

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

SLMS Class Code: P\_OE\_R7\_5420

*See Page 19 for Course Description*

## OCTOBER

### Successful Business Writing

Department of Transportation, Rochester

October 26, 2022

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

SLMS Class Code: P\_OE\_R6\_5437

*See Page 30 for Course Description*

### Small Engine Basics

Dulles State Office Building, Watertown

October 27 & 28, 2022

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

SLMS Class Code: P\_OE\_R5\_5448

*See Page 25 for Course Description*

### Microsoft Word 2016 Basics

Central New York DDSO, Syracuse

October 27, 2022

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

SLMS Class Code: P\_OE\_R5\_5459

*See Page 13 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## NOVEMBER

### Successful Business Writing

NYS & CSEA Partnership, Albany

November 1, 2022

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

SLMS Class Code: P\_OE\_R4\_5381

*See Page 30 for Course Description*

### Air Conditioning and Refrigeration Advanced

Harriman State Office Campus, Albany

November 1 & 2, 2022

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

SLMS Class Code: P\_OE\_R4\_5383

*See Page 21 for Course Description*

### Blueprint Reading Fundamentals

Green Lakes State Park, Fayetteville

November 1 & 2, 2022

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

SLMS Class Code: P\_OE\_R5\_5438

*See Page 22 for Course Description*

## NOVEMBER

### Microsoft Excel 2016 Basics

Central New York DDSO, Rome

November 2, 2022

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

SLMS Class Code: P\_OE\_R5\_5457

*See Page 11 for Course Description*

### Plumbing Basics

Riverbank State Park, Manhattan

November 3, 2022

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

SLMS Class Code: P\_OE\_R2\_5394

*See Page 25 for Course Description*

### Successful Business Writing

Sterling Forest State Park, Tuxedo

November 3, 2022

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

SLMS Class Code: P\_OE\_R3\_5390

*See Page 30 for Course Description*

### Take Control of Your Time

November 3, 2022

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

SLMS Class Code: P\_OE\_R7\_5423

*See Page 28 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## NOVEMBER

### Effective Reading Skills 2 (Online)

November 8, 10, 15, 17, 22, 29; December 1, 6, 8, 13, 15 & 20, 2022

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

SLMS Class Code: P\_AEB\_R9\_5453

*See Page 9 for Course Description*

### Writing Effective Reports and Evaluations

NYS & CSEA Partnership, Albany

November 8, 2022

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

SLMS Class Code: P\_OE\_R4\_5382

*See Page 31 for Course Description*

### Microsoft Excel 2016 Intermediate

SUNY Old Westbury, Old Westbury

November 9, 2022

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

SLMS Class Code: P\_OE\_R1\_5463

*See Page 12 for Course Description*

### Addressing Conflict in Customer Relations

November 9, 2022

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

SLMS Class Code: P\_OE\_R7\_5415

*See Page 16 for Course Description*

## NOVEMBER

### Successful Business Writing

Department of Transportation Training Center,  
North Syracuse

November 10, 2022

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

SLMS Class Code: P\_OE\_R5\_5447

*See Page 30 for Course Description*

### Blueprint Reading Fundamentals

Pilgrim Psychiatric Center, West Brentwood

November 14 & 15, 2022

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

SLMS Class Code: P\_OE\_R1\_5428

*See Page 22 for Course Description*

### Designing Dynamic Presentations

November 15, 2022

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

SLMS Class Code: P\_OE\_R7\_5408

*See Page 10 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## NOVEMBER

### Boiler Safety Awareness

Department of Environmental Conservation,  
New Paltz

November 16, 2022

7:30 a.m. - 11:00 a.m

SLMS Class Code: P\_OE\_R3\_5380

*See Page 19 for Course Description*

### Microsoft Word 2016 Basics

SUNY Old Westbury, Old Westbury

November 16, 2022

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

SLMS Class Code: P\_OE\_R1\_5464

*See Page 13 for Course Description*

### Microsoft Word 2016 Basics

DOCCS - 4th Floor Training Room, New York

November 17, 2022

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

SLMS Class Code: P\_OE\_R2\_5456

*See Page 13 for Course Description*

## NOVEMBER

### Small Engine Basics

Planting Fields Arboretum, Oyster Bay

November 22 & 23, 2022

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

SLMS Class Code: P\_OE\_R1\_5400

*See Page 25 for Course Description*

### Using the Tuition Benefits Program

November 22, 2022

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

SLMS Class Code: P\_OE\_R7\_5461

*See Page 16 for Course Description*

### Blueprint Reading Fundamentals

Sterling Forest State Park, Tuxedo

November 29 & 30, 2022

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

SLMS Class Code: P\_OE\_R3\_5388

*See Page 22 for Course Description*

### Financing Your Education

November 29, 2022

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

SLMS Class Code: P\_OE\_R7\_5412

*See Page 14 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## NOVEMBER

### Successful Business Writing

Hempstead Lake State Park, West Hempstead

November 30, 2022

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

SLMS Class Code: P\_OE\_R1\_5430

*See Page 30 for Course Description*

## DECEMBER

### Microsoft Word 2016 Basics

Department of Environmental Conservation,  
New Paltz

December 1, 2022

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

SLMS Class Code: P\_OE\_R3\_5391

*See Page 13 for Course Description*

### Study Skills to Build Success

December 1, 2022

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

SLMS Class Code: P\_OE\_R7\_5414

*See Page 15 for Course Description*

## DECEMBER

### Writing Effective Reports and Evaluations

Planting Fields Arboretum, Oyster Bay

December 7, 2022

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

SLMS Class Code: P\_OE\_R1\_5402

*See Page 31 for Course Description*

### Essentials of Report Writing

December 7, 2022

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

SLMS Class Code: P\_OE\_R7\_5426

*See Page 29 for Course Description*

### Electricity Advanced

Connetquot River State Park Preserve,  
Oakdale

December 13 & 14, 2022

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

SLMS Class Code: P\_OE\_R1\_5398

*See Page 24 for Course Description*

### Situational Awareness

December 13, 2022

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

SLMS Class Code: P\_OE\_R7\_5419

*See Page 20 for Course Description*

# COURSES AND WEBINARS BY MONTH

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## DECEMBER

### Small Engine Basics

Sterling Forest State Park, Tuxedo

December 27 & 28, 2022

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

SLMS Class Code: P\_OE\_R3\_5389

*See Page 25 for Course Description*

# COURSES BY REGION

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## LONG ISLAND REGION

### Air Conditioning and Refrigeration Advanced

Pilgrim Psychiatric Center, West Brentwood

September 13 & 14, 2022

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

SLMS Class Code: P\_OE\_R1\_5397

*See Page 21 for Course Description*

## LONG ISLAND REGION

### Critical Thinking

Connetquot River State Park Preserve,  
Oakdale

October 5, 2022

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

SLMS Class Code: P\_OE\_R1\_5401

*See Page 26 for Course Description*

# COURSES BY REGION

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## LONG ISLAND REGION

### Customer Service

Bethpage State Park, Farmingdale

October 12, 2022

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

SLMS Class Code: P\_OE\_R1\_5399

*See Page 17 for Course Description*

### Microsoft Excel 2016 Basics

SUNY Old Westbury, Old Westbury

October 19, 2022

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

SLMS Class Code: P\_OE\_R1\_5462

*See Page 11 for Course Description*

### Microsoft Excel 2016 Intermediate

SUNY Old Westbury, Old Westbury

November 9, 2022

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

SLMS Class Code: P\_OE\_R1\_5463

*See Page 12 for Course Description*

### Blueprint Reading Fundamentals

Pilgrim Psychiatric Center, West Brentwood

November 14 & 15, 2022

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

SLMS Class Code: P\_OE\_R1\_5428

*See Page 22 for Course Description*

## LONG ISLAND REGION

### Microsoft Word 2016 Basics

SUNY Old Westbury, Old Westbury

November 16, 2022

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

SLMS Class Code: P\_OE\_R1\_5464

*See Page 13 for Course Description*

### Small Engine Basics

Planting Fields Arboretum, Oyster Bay

November 22 & 23, 2022

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

SLMS Class Code: P\_OE\_R1\_5400

*See Page 25 for Course Description*

### Successful Business Writing

Hempstead Lake State Park, West Hempstead

November 30, 2022

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

SLMS Class Code: P\_OE\_R1\_5430

*See Page 30 for Course Description*

### Writing Effective Reports and Evaluations

Planting Fields Arboretum, Oyster Bay

December 7, 2022

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

SLMS Class Code: P\_OE\_R1\_5402

*See Page 31 for Course Description*

# COURSES BY REGION

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## LONG ISLAND REGION

### Electricity Advanced

Connetquot River State Park Preserve,  
Oakdale

December 13 & 14, 2022

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

SLMS Class Code: P\_OE\_R1\_5398

*See Page 24 for Course Description*

## METROPOLITAN REGION

### Blueprint Reading Fundamentals

Riverbank State Park, Manhattan

September 13 & 14, 2022

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

SLMS Class Code: P\_OE\_R2\_5393

*See Page 22 for Course Description*

### Critical Thinking

Shirley A. Chisholm State Office Building,  
Brooklyn

September 20, 2022

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

SLMS Class Code: P\_OE\_R2\_5449

*See Page 26 for Course Description*

## METROPOLITAN REGION

### Customer Service

Shirley A. Chisholm State Office Building,  
Brooklyn

September 28, 2022

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

SLMS Class Code: P\_OE\_R2\_5451

*See Page 17 for Course Description*

### Writing Effective Reports and Evaluations

Taxation and Finance, Brooklyn

October 6, 2022

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

SLMS Class Code: P\_OE\_R2\_5396

*See Page 31 for Course Description*

### Successful Business Writing

Kingsboro Psychiatric Center, Brooklyn

October 18, 2022

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

SLMS Class Code: P\_OE\_R2\_5395

*See Page 30 for Course Description*

# COURSES BY REGION

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## METROPOLITAN REGION

### Effective Problem Solving

Shirley A. Chisholm State Office Building,  
Brooklyn

October 18, 2022

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

SLMS Class Code: P\_OE\_R2\_5450

*See Page 27 for Course Description*

### Plumbing Basics

Riverbank State Park, Manhattan

November 3, 2022

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

SLMS Class Code: P\_OE\_R2\_5394

*See Page 25 for Course Description*

### Microsoft Word 2016 Basics

DOCCS - 4th Floor Training Room, New York

November 17, 2022

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

SLMS Class Code: P\_OE\_R2\_5456

*See Page 13 for Course Description*

## SOUTHERN REGION

### Electricity Advanced

Fort Montgomery State Historic Site,  
Fort Montgomery

September 28 & 29, 2022

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

SLMS Class Code: P\_OE\_R3\_5392

*See Page 24 for Course Description*

### Effective Problem Solving

Eleanor Roosevelt State Office Building,  
Poughkeepsie

October 4, 2022

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

SLMS Class Code: P\_OE\_R3\_5378

*See Page 27 for Course Description*

### Customer Service

Sterling Forest State Park, Tuxedo

October 6, 2022

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

SLMS Class Code: P\_OE\_R3\_5387

*See Page 17 for Course Description*

### Carpentry Advanced

Fishkill Correctional Facility, Beacon

October 25 & 26, 2022

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

SLMS Class Code: P\_OE\_R3\_5379

*See Page 23 for Course Description*

# COURSES BY REGION

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## SOUTHERN REGION

### Successful Business Writing

Sterling Forest State Park, Tuxedo

November 3, 2022

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

SLMS Class Code: P\_OE\_R3\_5390

*See Page 30 for Course Description*

### Boiler Safety Awareness

Department of Environmental Conservation,  
New Paltz

November 16, 2022

7:30 a.m. - 11:00 a.m

SLMS Class Code: P\_OE\_R3\_5380

*See Page 19 for Course Description*

### Blueprint Reading Fundamentals

Sterling Forest State Park, Tuxedo

November 29 & 30, 2022

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

SLMS Class Code: P\_OE\_R3\_5388

*See Page 22 for Course Description*

### Microsoft Word 2016 Basics

Department of Environmental Conservation,  
New Paltz

December 1, 2022

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

SLMS Class Code: P\_OE\_R3\_5391

*See Page 13 for Course Description*

## SOUTHERN REGION

### Small Engine Basics

Sterling Forest State Park, Tuxedo

December 27 & 28, 2022

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

SLMS Class Code: P\_OE\_R3\_5389

*See Page 25 for Course Description*

## CAPITAL REGION

### Blueprint Reading Fundamentals

DOCCS Training Academy, Albany

September 6 & 7, 2022

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

SLMS Class Code: P\_OE\_R4\_5376

*See Page 22 for Course Description*

### Critical Thinking

DOCCS Training Academy, Albany

September 13, 2022

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

SLMS Class Code: P\_OE\_R4\_5377

*See Page 26 for Course Description*

# COURSES BY REGION

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## CAPITAL REGION

### Plumbing Basics

Saratoga Spa State Park, Saratoga Springs

September 16, 2022

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

SLMS Class Code: P\_OE\_R4\_5386

*See Page 25 for Course Description*

### Customer Service

Department of Labor, Albany

September 20, 2022

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

SLMS Class Code: P\_OE\_R4\_5375

*See Page 17 for Course Description*

### Small Engine Basics

Capital District DDSO, Schenectady

September 27 & 28, 2022

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

SLMS Class Code: P\_OE\_R4\_5371

*See Page 25 for Course Description*

### Effective Problem Solving

Harriman State Office Campus, Albany

September 27, 2022

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

SLMS Class Code: P\_OE\_R4\_5384

*See Page 27 for Course Description*

## CAPITAL REGION

### Microsoft Excel 2016 Basics

Department of Labor, Albany

October 11, 2022

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

SLMS Class Code: P\_OE\_R4\_5372

*See Page 11 for Course Description*

### Microsoft Excel 2016 Intermediate

Department of Labor, Albany

October 18, 2022

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

SLMS Class Code: P\_OE\_R4\_5373

*See Page 12 for Course Description*

### Boiler Safety Awareness

Department of Environmental Conservation,  
Ray Brook

October 20, 2022

7:30 a.m. - 11:00 a.m

SLMS Class Code: P\_OE\_R4\_5385

*See Page 19 for Course Description*

### Microsoft Word 2016 Basics

Department of Labor, Albany

October 25, 2022

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

SLMS Class Code: P\_OE\_R4\_5374

*See Page 13 for Course Description*

# COURSES BY REGION

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## CAPITAL REGION

### Successful Business Writing

NYS & CSEA Partnership, Albany

November 1, 2022

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

SLMS Class Code: P\_OE\_R4\_5381

*See Page 30 for Course Description*

### Air Conditioning and Refrigeration Advanced

Harriman State Office Campus, Albany

November 1 & 2, 2022

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

SLMS Class Code: P\_OE\_R4\_5383

*See Page 21 for Course Description*

### Writing Effective Reports and Evaluations

NYS & CSEA Partnership, Albany

November 8, 2022

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

SLMS Class Code: P\_OE\_R4\_5382

*See Page 31 for Course Description*

## CENTRAL REGION

### Masonry Basics

Taughannock State Park, Trumansburg

September 8, 2022

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

SLMS Class Code: P\_OE\_R5\_5445

*See Page 24 for Course Description*

### Critical Thinking

Department of Transportation Training Center,  
North Syracuse

September 22, 2022

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

SLMS Class Code: P\_OE\_R5\_5446

*See Page 26 for Course Description*

### Electricity Advanced

Central New York DDSO, Rome

September 28 & 29, 2022

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

SLMS Class Code: P\_OE\_R5\_5444

*See Page 24 for Course Description*

### Customer Service

Department of Transportation Training Center,  
North Syracuse

September 29, 2022

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

SLMS Class Code: P\_OE\_R5\_5443

*See Page 17 for Course Description*

# COURSES BY REGION

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## CENTRAL REGION

### Effective Problem Solving

Department of Transportation Training Center,  
North Syracuse

October 13, 2022

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

SLMS Class Code: P\_OE\_R5\_5439

*See Page 27 for Course Description*

### Microsoft Word 2016 Basics

Central New York DDSO, Rome

October 20, 2022

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

SLMS Class Code: P\_OE\_R5\_5458

*See Page 13 for Course Description*

### Small Engine Basics

Dulles State Office Building, Watertown

October 27 & 28, 2022

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

SLMS Class Code: P\_OE\_R5\_5448

*See Page 25 for Course Description*

### Microsoft Word 2016 Basics

Central New York DDSO, Syracuse

October 27, 2022

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

SLMS Class Code: P\_OE\_R5\_5459

*See Page 13 for Course Description*

## CENTRAL REGION

### Blueprint Reading Fundamentals

Green Lakes State Park, Fayetteville

November 1 & 2, 2022

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

SLMS Class Code: P\_OE\_R5\_5438

*See Page 22 for Course Description*

### Microsoft Excel 2016 Basics

Central New York DDSO, Rome

November 2, 2022

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

SLMS Class Code: P\_OE\_R5\_5457

*See Page 11 for Course Description*

### Successful Business Writing

Department of Transportation Training Center,  
North Syracuse

November 10, 2022

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

SLMS Class Code: P\_OE\_R5\_5447

*See Page 30 for Course Description*

# COURSES BY REGION

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## WESTERN REGION

### Critical Thinking

Department of Transportation, Rochester

September 14, 2022

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

SLMS Class Code: P\_OE\_R6\_5436

*See Page 26 for Course Description*

### Customer Service

Department of Transportation, Rochester

September 21, 2022

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

SLMS Class Code: P\_OE\_R6\_5435

*See Page 17 for Course Description*

### Small Engine Basics

Western New York DDSO, West Seneca

September 20 & 21, 2022

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

SLMS Class Code: P\_OE\_R6\_5455

*See Page 25 for Course Description*

### Electricity Advanced

Western New York DDSO, West Seneca

October 5 & 6, 2022

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

SLMS Class Code: P\_OE\_R6\_5404

*See Page 24 for Course Description*

## WESTERN REGION

### Effective Problem Solving

Western New York DDSO, West Seneca

October 5, 2022

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

SLMS Class Code: P\_OE\_R6\_5405

*See Page 27 for Course Description*

### Microsoft Excel 2016 Basics

Department of Transportation, Rochester

October 12, 2022

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

SLMS Class Code: P\_OE\_R6\_5434

*See Page 11 for Course Description*

### Air Conditioning and Refrigeration Basics

Reservoir State Park, Lewiston

October 18, 2022

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

SLMS Class Code: P\_OE\_R6\_5433

*See Page 22 for Course Description*

### Blueprint Reading Fundamentals

Department of Transportation, Rochester

October 18 & 19, 2022

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

SLMS Class Code: P\_OE\_R6\_5454

*See Page 22 for Course Description*

# COURSES BY REGION

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## WESTERN REGION

### Microsoft Word 2016 Basics

Western New York DDSO, West Seneca

October 19, 2022

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

SLMS Class Code: P\_OE\_R6\_5403

*See Page 13 for Course Description*

### Successful Business Writing

Department of Transportation, Rochester

October 26, 2022

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

SLMS Class Code: P\_OE\_R6\_5437

*See Page 30 for Course Description*

## STATEWIDE (ONLINE)

### Better Team Skills

September 7, 2022

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

SLMS Class Code: P\_OE\_R7\_5416

*See Page 17 for Course Description*

### Merit System: Examinations and Eligible Lists

September 8, 2022

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

SLMS Class Code: P\_OE\_R7\_5413

*See Page 15 for Course Description*

## STATEWIDE (ONLINE)

### World Trade Center Health Programs Overview

September 13, 2022

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

SLMS Class Code: P\_OE\_R7\_5422

*See Page 21 for Course Description*

### Organizing Your Workspace for Increased Productivity

September 15, 2022

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

SLMS Class Code: P\_OE\_R7\_5424

*See Page 28 for Course Description*

### Math Refresher 2 (Online)

September 20, 22, 27, 29; October 4, 6, 11, 13, 18, 20, 25 & 27, 2022

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

SLMS Class Code: P\_AEB\_R9\_5452

*See Page 9 for Course Description*

# COURSES BY REGION

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## STATEWIDE (ONLINE)

### The Foundations of Good Writing

September 21, 2022

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

SLMS Class Code: P\_OE\_R7\_5427

*See Page 31 for Course Description*

### Best Practices for Resumes and Cover Letters

September 22, 2022

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

SLMS Class Code: P\_OE\_R7\_5411

*See Page 14 for Course Description*

### Microsoft Outlook 2016: Managing Contacts and Tasks

September 28, 2022

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

SLMS Class Code: P\_OE\_R7\_5410

*See Page 12 for Course Description*

### Where There's Smoke, There's Fire

September 29, 2022

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

SLMS Class Code: P\_OE\_R7\_5421

*See Page 20 for Course Description*

## STATEWIDE (ONLINE)

### Managing Stress in Customer Relations

October 6, 2022

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

SLMS Class Code: P\_OE\_R7\_5417

*See Page 18 for Course Description*

### Professionalism in the Digital Age

October 11, 2022

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

SLMS Class Code: P\_OE\_R7\_5418

*See Page 18 for Course Description*

### Crafting Powerful Writing: Precision and Clarity

October 12, 2022

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

SLMS Class Code: P\_OE\_R7\_5425

*See Page 29 for Course Description*

### Internet Research Skills

October 19, 2022

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

SLMS Class Code: P\_OE\_R7\_5409

*See Page 11 for Course Description*

### Home Ergonomics

October 25, 2022

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

SLMS Class Code: P\_OE\_R7\_5420

*See Page 19 for Course Description*

# COURSES BY REGION

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## STATEWIDE (ONLINE)

### Take Control of Your Time

November 3, 2022

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

SLMS Class Code: P\_OE\_R7\_5423

*See Page 28 for Course Description*

### Effective Reading Skills 2 (Online)

November 8, 10, 15, 17, 22, 29; December 1, 6, 8, 13, 15 & 20, 2022

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

SLMS Class Code: P\_AEB\_R9\_5453

*See Page 9 for Course Description*

### Addressing Conflict in Customer Relations

November 9, 2022

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

SLMS Class Code: P\_OE\_R7\_5415

*See Page 16 for Course Description*

### Designing Dynamic Presentations

November 15, 2022

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

SLMS Class Code: P\_OE\_R7\_5408

*See Page 10 for Course Description*

## STATEWIDE (ONLINE)

### Using the Tuition Benefits Program

November 22, 2022

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

SLMS Class Code: P\_OE\_R7\_5461

*See Page 16 for Course Description*

### Financing Your Education

November 29, 2022

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

SLMS Class Code: P\_OE\_R7\_5412

*See Page 14 for Course Description*

### Study Skills to Build Success

December 1, 2022

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

SLMS Class Code: P\_OE\_R7\_5414

*See Page 15 for Course Description*

### Essentials of Report Writing

December 7, 2022

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

SLMS Class Code: P\_OE\_R7\_5426

*See Page 29 for Course Description*

# COURSES BY REGION

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## STATEWIDE (ONLINE)

### Situational Awareness

December 13, 2022

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

SLMS Class Code: P\_OE\_R7\_5419

*See Page 20 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.

NY.gov IQ

Username:

Password:

**Sign In**

Forgot your [Username](#) or [Password](#)

#### SUNY Employees:

1. Go to the SUNY.edu portal site ([www.System.SUNY.edu](http://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](http://my.ny.gov) page.

SUNY Secure Sign On

Campus:

Remember Campus?

**LOG IN**      FORGOT PASSWORD?      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.

**Quick Links**

- Find Learning**
- My Learning
- Certifications
- Learning Objectives
- Learning Plans
- Supplemental Learning

# 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**

The screenshot shows the 'Class Details' page for a class named 'Problem Solving - A Six Step Process'. The page is divided into two main sections: 'Class Details' on the left and 'Overview' on the right. The 'Class Details' section includes fields for Class Name, Class Code (P\_OE\_R7\_5111), Price Per Seat, Start Date (05/27/2020), Last Enrollment Date, Available Seats, and Language (English). The 'Overview' section includes tabs for Overview, Objectives Met, Schedule, and Notes and Attachment. The 'Schedule' tab is selected, showing a description of the class and a class syllabus. At the bottom of the 'Overview' section, there is an 'Enroll' button with an orange arrow pointing to it.

# 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.

The screenshot shows the 'Enrollment Status' section of a class page. It displays 'Enrollment Status' as 'Enrolled', 'Start Date' as '--', and 'Last Enrollment Date' as '--'. Below this information are two buttons: 'Drop' and 'Cancel'. An orange arrow points to the 'Drop' button, and a hand cursor is shown over it.

# 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.

The screenshot shows a 'Review' button followed by five stars and a 'Print Certificate' button. An orange arrow points to the 'Print Certificate' button.

# DIRECTIONS FOR COMPLETING APPLICATION FORM

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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 (800) 253-4332.
6. Mail, fax, or email 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
  - learning@nyscseapartnership.org

*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.*

Please print or type

NOTE: Registration deadlines are approximately two weeks before the first day of the course

**Name**

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**Identification Number:**

**New York State Government Employees**, please provide your employee identification number (NYS EEMPLID is 9 characters long, begins with "N," and can be found on your paystub, located to the left of "Pay Rate").

**NYS EEMPLID:** 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<br>New York State Government Employees ( <b>check one</b> ):<br><br>02 = Administrative Services Unit (ASU)<br>03 = Operational Services Unit (OSU)<br>04 = Institutional Services Unit (ISU)<br>05 = Professional, Scientific & Technical (PS&T)*<br>06 = Management/Confidential (M/C)*<br>47 = Division of Military & Naval Affairs (DMNA)<br>Other _____<br><br>* Select PS&T and M/C employees are eligible to attend the webinar.<br>- OR -<br>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 <span style="float: right;">Grade</span>          |
|   | Name of Agency or Organization                                      |
|   | Facility  |
|   | Day Phone (    )  |
|   | Email Address (Must provide at least one)<br><br>Home:<br><br>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 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).

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

### HOW TO APPLY

Email application to: [learning@nyscseapartnership.org](mailto:learning@nyscseapartnership.org)

Fax application to: (518) 486-1989 or (518) 473-0056

Mail application to: NYS & CSEA Partnership · Corporate Plaza East – Suite 502 · 240 Washington Ave. Ext. · Albany, NY 12203

# ADDITIONAL EDUCATION AND TRAINING RESOURCES

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## 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 nursing, welding, and information technology programs may access additional Targeted Tuition Benefits.



VISIT

[www.nyscseapartnership.org](http://www.nyscseapartnership.org)

For more information about Partnership Resources

NYS & CSEA  
**Partnership**

[www.nyscseapartnership.org](http://www.nyscseapartnership.org)