

**NYS
& CSEA
Partnership**
for Education and Training

Apply today!
Classes fill
quickly.

Skills for Success

Courses for CSEA-represented employees



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Courses available January - June 2012

www.nyscseapartnership.org

***Skills for Success* courses will be held between January and June 2012 at sites conveniently located near your work or home.**

Courses offered in the following categories:

Individual Development

Interpersonal Communication

Language Skills

Math Skills

Trades, Operations, and Maintenance

Work Management

Writing Skills



Gary Johnson
Director
NYS Governor's Office
of Employee Relations



Danny Donohue
President
CSEA

We are pleased to announce the *Skills for Success 2012* course catalog for CSEA-represented employees offered by the NYS & CSEA Partnership for Education and Training (Partnership).

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

You are invited to take advantage of the in-classroom and webinar courses contained in this publication. Courses are listed under seven categories. We urge you to work with your supervisor to select courses most suitable for your work and personal goals. You may apply for any of the courses offered, even if the course is not related to your current job.

Skills for Success course information is available on the Partnership's website at www.nyscseapartnership.org. We suggest you check this website frequently for updates about course schedule changes.

It is easy for you to:

- Choose a course that meets your job-related training, professional development, or personal development needs.
- Apply by completing the downloadable course application form.
- Attend courses held at training sites near your work or home or through a webinar at the convenience of your computer.

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

Skills for Success is all about making choices for your success.

**NYS
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for Education and Training

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Skills for Success courses provide CSEA-represented employees with the knowledge and skills needed to accomplish job assignments more effectively.

Job skills training can also be supplemented with personal development opportunities from the Individual Development courses.

Employees should work with their supervisors to select courses that are meaningful to their professional and personal growth.

Upon completing a course, employees are encouraged to discuss what they have learned with their supervisors and co-workers.

The Partnership welcomes feedback about these courses and ideas for new courses.

Webinar Courses

In order to increase participation in courses while limiting time away from the office and eliminating travel expenses,

the Partnership is offering a number of courses using the webinar format.

A webinar allows employees to take courses using a computer and Internet connection. Participants access a website to see the presenter's computer screen and listen to the presenter and classmates using a telephone.

ABOUT THE COURSES AND PROGRAM

Eligibility

Employees are eligible to participate in *Skills for Success* courses if they are:

- A CSEA-represented New York State (NYS) employee (ASU/02, OSU/03, ISU/04, or DMNA/47).
- A CSEA-represented employee working in local government, school districts, state authorities, or the private sector, as space permits.
- A 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) may attend courses in the interpersonal communication, math skills, work management, and writing skills categories.
- A NYS employee in a Management/Confidential (MC/06) clerical or secretarial title is eligible to attend courses in the interpersonal communication, math skills, work management, and writing skills categories, as space permits.

Cost

Skills for Success courses are available at no cost to employees or agencies. Employee reimbursement for travel, lodging, meals, and parking expenses is at the discretion of the agency or organization.

Where Courses are Held

Courses are generally held at state agency worksites. Training site locations are listed in the **Course Descriptions, Dates, and Locations** section beginning on page 7.

Complete travel directions will be included in acceptance letters. Abbreviated directions are available from the *Skills for Success* web catalog at www.nyscseapartnership.org.

ABOUT THE COURSES AND PROGRAM (continued)

When Courses are Held

Courses are held during the day, and vary from one-half day to six days in length. Course lengths and start and end times are specified in the **Course Descriptions, Dates, and Locations** section beginning on page 7.

Full-Day Courses

- Full-day courses are held from 9:00 a.m. - 4:30 p.m.

Half-Day Courses

- Half-day courses are held from 9:00 a.m. - 12:15 p.m. or 1:15 p.m. - 4:30 p.m.

Webinar Courses

- Webinar courses are typically one hour in length and are held in morning or afternoon sessions.

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HOW YOU CAN APPLY FOR A COURSE

Applicants

Please read the course descriptions carefully and be sure the course is appropriate for your needs. Please do not apply for a course unless you can attend the entire course. Supervisory approval is required to attend courses.

Apply Today, Classes Fill Quickly

Apply for courses as soon as possible. Applying early also helps meet minimum enrollment levels which must be met three weeks before the class date in order to avoid cancellations.

Note to Supervisors of Applicants

When you sign an employee's application form, you are granting the employee release time to attend the entire course without charge to leave credits. If several

employees in your unit are interested in the same course, please approve only employees you are willing to send for the entire course.

Reasonable Accommodations Can Be Provided

All training sites are accessible to employees with disabilities. Special instructional needs are addressed by the Partnership on an individual basis. If you have such a need in order

to participate in any course, please complete the reasonable accommodation section of the application form.

If you have questions, please contact the Partnership's accessibility coordinator at 518-486-7814 or 800-253-4332 or email access@nyscseapartnership.org.

Application Form

- Download and print the application form from the Partnership's website at www.nyscseapartnership.org.
- Complete the application by following the directions on the form. Discuss your interest in taking a course with your supervisor. You can apply for multiple courses on one application form. You may not be accepted for all of the courses for which you apply.
- Obtain your supervisor's approval and signature to attend the course.
- Send your application to the Partnership by using the mailing address or fax number provided on the form.

ACCEPTANCE - THE PARTNERSHIP WILL NOTIFY YOU

“Acceptance” Letter

If you are accepted into a *Skills for Success* course, you will be notified approximately three weeks before the start of the course. Acceptance letters will confirm the date, time, location, and travel directions to the training site. Please inform your supervisor about your acceptance into the class.

“Sorry, Course Full” Letter

If you are not accepted into a course, you will be notified. However, you are encouraged to reapply when courses are offered again.

Wait Lists

The Partnership will maintain a wait list for any course that has reached full enrollment. If a vacancy occurs, Partnership staff will contact you to determine your interest in attending.

Date and Location Changes

Occasionally, the Partnership must change course dates or locations. Your acceptance letter will announce any changes.

Cancellations

If a course is canceled, the Partnership will notify all applicants by email, letter, or telephone.

Additional Classes

At times, additional classes of a course are scheduled due to high demand. Employees on waiting lists for these courses will be contacted.

For course date and location changes, cancellations, or additions, please visit the Updates page of the *Skills for Success* catalog on the Partnership’s website, www.nyscseapartnership.org.

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YOUR RESPONSIBILITIES

Be Considerate If You Cannot Attend a Course

Your application form signifies a commitment to attend the entire course. If you receive an acceptance letter and find that you cannot attend the entire course, please contact the Partnership as soon as possible to cancel. The Partnership will then invite the next person on the wait list.

By canceling at the last minute, or failing to attend, you deny another CSEA-represented employee the opportunity to attend. Do not ask

someone to attend in your place because the Partnership maintains a wait list.

If you cannot attend, call 518-486-7814 or, for areas outside the Capital Region, call 800-253-4332 or email learning@nyscseapartnership.org as soon as possible.


NYS & CSEA Partnership
for Education and Training
www.nyscseapartnership.org

Bring Appropriate Documents to Class

- 1. Acceptance Letter** – Please bring your acceptance letter to the first day of class.
- 2. Photo Identification** – Due to increased security requirements at training sites, please be prepared to present a PHOTO ID upon arrival for each day of class.

CERTIFICATES ARE AWARDED TO YOU

Certificates

- Certificates of Participation are awarded for *Skills for Success* courses if you attend and participate in the entire course.
- Certificates are distributed at the end of the class by the instructor. We recommend you forward a copy of the certificate to your supervisor and training office.

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CONTACT THE PARTNERSHIP

For additional information about *Skills for Success* courses, please contact staff at:

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

Call: 518-486-7814
800-253-4332 (for areas outside the Capital Region)

Fax: 518-486-1989 or 518-473-0056

Email: learning@nyscseapartnership.org

Visit: www.nyscseapartnership.org

The NYS & CSEA Partnership for Education and Training does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, or sexual orientation 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.



COURSE DESCRIPTIONS, DATES, AND LOCATIONS

Individual Development

These courses provide employees with the knowledge and skills they need to help them achieve balance between their work and personal lives. Employees will have the opportunity to learn about a variety of subjects, depending on their individual needs and interests. The courses in this category include such topics as personal finances and alternative ways to pay for college, developing healthy lifestyle habits, and managing stress.

College Credit: Alternative Approaches and Ways to Save Money – One-Half Day or 1-Hour Webinar

This course covers non-traditional ways for employees to obtain college credit that could save them time and money. Participants will:

- Learn how to access distance learning and online courses
- Consider using credit-by-examination programs to obtain college credits
- Learn how to use external degree and other non-traditional college programs

The one-hour webinar will cover most of the course material in a more fast-paced, condensed format.

January 25, 2012

Webinar

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

March 21, 2012

PDP Training Center (Corporate Woods)

Albany

9:00 a.m. - 12:15 p.m.

April 26, 2012

Webinar

2:00 p.m. - 3:00 p.m.

Dealing with Stress - 1-Hour Webinar

This course helps employees recognize and manage the stress of work assignments and the anxiety of juggling work and life demands. Participants learn about the mind-body connection to stress and gain knowledge about ways to reduce stress, thus improving their work and personal lives. Participants will:

- Identify the symptoms of stress
- Recognize situations, including ethical dilemmas, that induce stress, and critique the positive and negative aspects of stress associated with each
- Practice techniques for minimizing stress in the work and home settings
- Describe the benefits of proper diet, adequate exercise, and various forms of relaxation to reduce stress and improve personal resiliency

February 6, 2012

Webinar

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

March 12, 2012

Webinar

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

Healthy Eating - One-Half Day

Healthy Eating is not a course about weight loss or going on a diet. It is about finding ways to improve eating patterns and food selection on a daily, weekly, and seasonal basis. It is also about managing food choices to support long-term health and daily functioning. Participants will:

- Plan ahead for healthy eating choices

- Select strategic eating patterns to maintain energy levels throughout the day
- Reduce stress while eating to derive maximum nutritional value from food and beverages

February 27, 2012

Eleanor Roosevelt State Office Building

Poughkeepsie

9:00 a.m. - 12:15 p.m.

March 26, 2012

Central New York DDSO

Syracuse

1:15 p.m. - 4:30 p.m.

Managing Finances - 1-Hour Webinar

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

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

February 14, 2012

Webinar

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

COURSE DESCRIPTIONS, DATES, AND LOCATIONS

April 11, 2012

Webinar

12:00 p.m. - 1:00 p.m.

Prevention Strategies for Better Health - One-Half Day

This course helps employees take a look at the "big picture" on health. The course gives an overview of health concerns, issues, and prevention strategies. Participants will:

- Review and describe areas of health concern
- Understand the types of health screening and tests available and when they are recommended
- Identify wellness programs and events available through the NYS Employee Assistance Program
- Practice some simple daily prevention strategies for better health

February 27, 2012

Eleanor Roosevelt State Office Building

Poughkeepsie

1:15 p.m. - 4:30 p.m.

March 26, 2012

Central New York DDSO

Syracuse

9:00 a.m. - 12:15 p.m.

Study Skills - 1-Hour Webinar

This webinar helps employees learn strategies to be successful when taking college or other courses. Effective time management techniques, note-taking methods, and strategies for successful test taking will be discussed. Participants will:

- Learn to manage study time
- Identify effective note-taking techniques

- Create the support and structure needed to be successful
- Develop new test-taking strategies

March 6, 2012

Webinar

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

May 15, 2012

Webinar

12:00 p.m. - 1:00 p.m.

Using Credit Wisely - 1-Hour Webinar

This webinar helps employees use personal credit wisely. Participants can learn what good credit is, how to access and read their personal credit report, learn what makes up a credit score, how to repair their credit and avoid credit repair scams, and access the top three credit reporting agencies. Participants will:

- Learn how to access and read your personal credit report
- Develop strategies for repairing credit
- Identify what's legitimate in credit repair services
- Learn about the big three credit reporting agencies

February 28, 2012

Webinar

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

April 25, 2012

Webinar

2:00 p.m. - 3:00 p.m.

Using the Tuition Benefits Program - 1.5 Hour Webinar

Note: This webinar is open to CSEA-represented NYS employees only.

Interested in returning to school to work on a degree but are not sure how to pay for it? Interested in taking

courses to become eligible for a Civil Service examination or to improve skills for your current job? This webinar provides information and advice about using the Partnership's Tuition Benefits Program to help pay for courses. Participants will:

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

April 24, 2012

Webinar

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

June 12, 2012

Webinar

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

Interpersonal Communication

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

Conflict Resolution Skills: How to Be Your Own Mediator - 1 Day

This course empowers employees to handle the challenges of today's workplace. Participants learn to use a powerful communication tool – "self mediation" – to manage the differences that impair teamwork, quality of performance, decision making,

COURSE DESCRIPTIONS, DATES, AND LOCATIONS

and cooperation. Participants will:

- Learn to handle the challenges of today's interdependent workplace
- Use the tools of the professional mediator to build better workplace relationships
- Understand how to take control of conflicts rather than be controlled by them
- Discover how to handle "difficult people" and avoid being seen as a "difficult person" by others

February 8, 2012

CSEA Metropolitan Region Office
Manhattan
 9:00 a.m. - 4:30 p.m.

February 27, 2012

Workers' Compensation Board
Menands
 9:00 a.m. - 4:30 p.m.

March 26, 2012

Finger Lakes DDSO
Rochester
 9:00 a.m. - 4:30 p.m.

Electronic Etiquette - 1-Hour Webinar

This course introduces the rules of the road for popular forms of electronic business communication. It will identify proper business practices when using devices such as email, voice mail, call waiting, and faxes. Participants will:

- Describe the purpose of electronic workplace communication
- Identify and employ proper business practices when using electronic communication devices
- Recognize pitfalls and concerns such as privacy and confidentiality issues
- Represent their agency

professionally when communicating through electronic devices

May 23, 2012

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

Workplace Social Skills - 1 Day

This course helps employees learn effective skills in dealing with co-workers, supervisors, and customers. Participants will learn how to identify and communicate their needs appropriately while practicing effective interactions with others at their worksites. Participants will:

- Learn to use appropriate behaviors and to manage emotions in different work situations
- Identify and demonstrate effective interpersonal communications in the workplace
- Practice the skills needed for successful one-to-one and group meetings

March 20, 2012

Workers' Compensation Board
Menands
 9:00 a.m. - 4:30 p.m.

May 8, 2012

Belmont Lake State Park
Babylon
 9:00 a.m. - 4:30 p.m.

May 9, 2012

CSEA Metropolitan Region Office
Manhattan
 9:00 a.m. - 4:30 p.m.

May 15, 2012

Hudson Valley DDSO
Thiells
 9:00 a.m. - 4:30 p.m.

May 17, 2012

Central New York DDSO
Syracuse
 9:00 a.m. - 4:30 p.m.

May 23, 2012

Finger Lakes DDSO
Rochester
 9:00 a.m. - 4:30 p.m.

Language Skills

These courses provide employees with basic foreign language conversation skills or improve English language skills to enhance workplace interactions. They also introduce participants to the cultural elements of native language speakers to foster a better understanding of the dynamics of the language and its usage. Ample practice time is included.

Focus on Pronunciation - 6 Days

This course is for employees who would like to develop their American English pronunciation. Participants will learn and observe how sounds are made and how to present useful information using the appropriate intonation. They will practice global features of clear speaking such as: speaking slowly, speaking loudly enough, paying attention to the end of words, and using their voices to speak expressively. Participants will:

- Practice reading and speaking out loud in front of other participants
- Develop a work-related vocabulary and practice its pronunciation
- Distinguish different types of American English, verbal, and non-verbal communications

January 25; February 1, 8, 15, 22 & 29, 2012

Department of Taxation and Finance
Latham
 9:00 a.m. - 4:30 p.m.

COURSE DESCRIPTIONS, DATES, AND LOCATIONS

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March 7, 14, 21, 28; April 4 & 11, 2012

SUNY Stony Brook

Stony Brook

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

April 25; May 2, 9, 16, 23 & 30, 2012

Metro New York DDSO

Manhattan

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

Introduction to Spanish: Level 1 - 4 Days

This course gives participants a basic knowledge of the Spanish language, the Hispanic and Latino cultures, standard pronunciation, daily vocabulary, and grammatical structure of the language. It provides a solid review of essential knowledge that employees can use on a daily basis in the workplace. Participants will:

- Use basic greetings, salutations, and parting phrases
- Understand how the Spanish language uses masculine and feminine words to communicate
- Learn how to ask questions and give instructions
- Practice everyday vocabulary used at work

March 9, 16, 23 & 30, 2012

Central New York PC

Marcy

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

April 27; May 4, 11 & 18, 2012

Finger Lakes DDSO

Rochester

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

Math Skills

Courses in this category provide employees with the skills they need to complete assignments involving basic, inter-

mediate, and advanced level mathematical computations.

Math for Health Care Workers - 1 Day

This course is designed for employees who are currently, or who anticipate, working in a health care related field. Participants will be exposed to basic mathematical functions, ratios, metrics, metric conversions, and problem solving. Participants will:

- Perform calculations involving basic operations of whole numbers, decimals, fractions, percent, ratio, and proportion
- Understand the basic operations involved with problem solving as it relates to the utilization of supplies, medications, and equipment
- Understand the basic concepts of metrics and metric conversions

January 31, 2012

Long Island DDSO

Hauppauge

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

February 14, 2012

Finger Lakes DDSO

Newark

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

February 15, 2012

Central New York DDSO

Syracuse

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

February 28, 2012

Brooklyn DDSO

Brooklyn

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

March 22, 2012

Hudson Valley DDSO

Thiells

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

May 16, 2012

Capital District DDSO

Schenectady

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

Trades, Operations, and Maintenance

These introductory and advanced skilled trades and career information 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 Basics - 1 Day

This course helps participants understand basic operation, maintenance, and troubleshooting of air conditioning and refrigeration systems. Refrigerant recovery-recycling-reclaiming will also be discussed in order to heighten participants' awareness of the environmental safeguards they need to maintain when working with these systems. Participants will:

- Understand how basic refrigeration and air conditioning systems work
- Learn how to install, operate, and maintain refrigerators and air conditioners
- Demonstrate effective safety practices for air conditioning and refrigeration systems
- Identify maintenance and troubleshooting techniques

March 8, 2012

Metro New York DDSO

Manhattan

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

April 26, 2012

Eleanor Roosevelt State Office Building

Poughkeepsie

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

May 8, 2012

SUNY Oswego

Oswego

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

Blueprint Reading Fundamentals - 2 Days

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

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

May 8 & 9, 2012

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

June 12 & 13, 2012

Eleanor Roosevelt State Office Building
Poughkeepsie
9:00 a.m. - 4:30 p.m.

Carpentry Basics - 1 Day

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

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

May 9, 2012

Utica State Office Building
Utica
9:00 a.m. - 4:30 p.m.

June 19, 2012

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

Carpentry Advanced - 2 Days

This course is for employees who have already taken *Carpentry Basics* or have some familiarity with basic carpentry. It presents participants with the more advanced terminology and practices used in the carpentry trade. Participants will:

- Learn how to frame walls, floors, roofs, and stairs
- Identify wood siding types and their installation
- Learn how to install windows, door units, and drywall
- Explain project estimation principles

March 20 & 21, 2012

Connetquot River State Park
Oakdale
9:00 a.m. - 4:30 p.m.

April 3 & 4, 2012

Eastern Correctional Facility
Napanoch
9:00 a.m. - 4:30 p.m.

June 12 & 13, 2012

Grafton Lakes State Park
Grafton
9:00 a.m. - 4:30 p.m.

Electricity Basics - 1 Day

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

- Learn how electricity is produced and distributed
- Differentiate between AC and DC
- Identify types of electricians' materials and tools

- Terminate and splice wire

May 17, 2012

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

Electricity Advanced - 2 Days

This course is for employees who have already taken *Electricity Basics* or have some familiarity with basic electricity. It presents participants with the more advanced terminology and practices used in the electrical trade. Participants will:

- Learn the basic principles of electricity and electronics
- 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

April 24 & 25, 2012

Utica State Office Building
Utica
9:00 a.m. - 4:30 p.m.

May 15 & 16, 2012

Department of Environmental Conservation
Mount Temper
9:00 a.m. - 4:30 p.m.

June 5 & 6, 2012

Roberto Clemente State Park
Bronx
9:00 a.m. - 4:30 p.m.

Introduction to Green Technology - 1-Hour Webinar

This webinar provides an overview of green technology and related projects underway in New York State. It identifies the

opportunities and benefits of incorporating wind, thermal, and solar energy into work and personal environments. The factors that drive the need for green technology and the fiscal and environmental benefits of adopting green business practices will also be covered. Participants will:

- Gain a basic understanding of green technology
- Become familiar with New York State's efforts to implement green technology
- Learn strategies for lowering energy consumption that may also save money
- Learn about the job opportunities created by green technology

June 6, 2012

Webinar

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

Masonry Basics - 1 Day

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

- Learn 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

May 9, 2012

SUNY Old Westbury

Old Westbury

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

Plumbing Basics - 1 Day

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

systems function. Participants will:

- Identify types of pipes and their fittings
- Use plumbing tools and equipment
- Learn the basic components of water and drainage systems
- Demonstrate effective troubleshooting skills on plumbing systems like toilets and faucets

February 1, 2012

Harriman State Office Campus

Albany

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

March 16, 2012

Roberto Clemente State Park

Bronx

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

March 27, 2012

Eastern Correctional Facility

Napanoch

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

April 24, 2012

SUNY Buffalo

Buffalo

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

Small Engine Basics - 1 Day

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

- Learn 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 pro-

cedures for handling fuels, including proper labeling and storage

February 28, 2012

Eleanor Roosevelt State Office Building

Poughkeepsie

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

March 13, 2012

Connetquot River State Park

Oakdale

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

Work Management

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

Effective Problem Solving - 2 Days

Employees will learn skills to improve their ability to systematically reason through problems, generate and evaluate viable alternatives, make defensible determinations, and formulate workable implementation plans. The course emphasizes applying basic problem solving concepts and techniques to typical problems encountered in the workplace. Participants will:

- Define the problem, break it into component parts, and identify the desired outcome
- Apply fundamental problem-solving techniques to both simple and complex problems
- Remain objective and avoid jumping to conclusions
- Evaluate advantages and disadvantages of potential alternative solutions

COURSE DESCRIPTIONS, DATES, AND LOCATIONS

<ul style="list-style-type: none"> Determine priorities, anticipate contingencies, and package final recommendations for approval <p>February 14 & 15, 2012 Eleanor Roosevelt State Office Building <i>Poughkeepsie</i> 9:00 a.m. - 4:30 p.m.</p> <p>February 16 & 17, 2012 Department of Motor Vehicles <i>Massapequa</i> 9:00 a.m. - 4:30 p.m.</p> <p>March 6 & 7, 2012 Finger Lakes DDSO <i>Newark</i> 9:00 a.m. - 4:30 p.m.</p> <p>May 17 & 18, 2012 Saratoga Spa State Park <i>Saratoga Springs</i> 9:00 a.m. - 4:30 p.m.</p> <hr/> <p><i>Take Control of Your Time - One-Half Day or 1-Hour Webinar</i></p> <p>This course helps employees take control of their work day and complete assignments on time. Participants will:</p> <ul style="list-style-type: none"> Learn the basic principles of time management Apply basic time management techniques to work more productively Identify time wasters such as negative attitudes, procrastination, and changing priorities Develop a plan for efficient and effective use of time <p><i>The one-hour webinar will cover most of the course material in a more fast-paced, condensed format.</i></p> <p>Note: This course is scheduled on the same day and location as <i>Taming Your Tasks</i>. Participants should consider applying for both courses.</p>	<p>February 1, 2012 Veterans' Home at Montrose <i>Montrose</i> 9:00 a.m. - 12:15 p.m.</p> <p>February 15, 2012 Valley Ridge DDSO <i>Norwich</i> 9:00 a.m. - 12:15 p.m.</p> <p>March 6, 2012 Workers' Compensation Board <i>Menands</i> 9:00 a.m. - 12:15 p.m.</p> <p>March 8, 2012 Connetquot River State Park <i>Oakdale</i> 9:00 a.m. - 12:15 p.m.</p> <p>March 21, 2012 Metro New York DDSO <i>Bronx</i> 9:00 a.m. - 12:15 p.m.</p> <p>June 14, 2012 <i>Webinar</i> 12:00 p.m. - 1:00 p.m.</p> <hr/> <p><i>Taming Your Tasks - One-Half Day</i></p> <p>This course helps employees who need to gain control of their work assignments using techniques to identify and employ the most efficient means to organize their work day. Participants will:</p> <ul style="list-style-type: none"> Evaluate the strengths and weaknesses of a work process Divide tasks into complete and simple steps Order the parts of a task so they flow in a logical sequence Prioritize assignments <p>Note: This course is scheduled on the same day and location as <i>Take Control of Your Time</i>. Participants should consider applying for both courses.</p>	<p>February 1, 2012 Veterans' Home at Montrose <i>Montrose</i> 1:15 p.m. - 4:30 p.m.</p> <p>February 15, 2012 Valley Ridge DDSO <i>Norwich</i> 1:15 p.m. - 4:30 p.m.</p> <p>March 6, 2012 Workers' Compensation Board <i>Menands</i> 1:15 p.m. - 4:30 p.m.</p> <p>March 8, 2012 Connetquot River State Park <i>Oakdale</i> 1:15 p.m. - 4:30 p.m.</p> <p>March 21, 2012 Metro New York DDSO <i>Bronx</i> 1:15 p.m. - 4:30 p.m.</p> <hr/> <p><i>The Organized Secretary - 1 Day</i></p> <p>This course helps participants learn to organize assignments, resources, and their workplaces so that the secretary and manager can function effectively as a team. Participants will develop daily strategies and weekly plans to manage their workload. This course incorporates basic time management principles and introduces the participants to practical ways to avoid common time wasters. Participants will:</p> <ul style="list-style-type: none"> Employ basic time management principles Prioritize assignments and tasks Develop methods for managing deadlines Identify effective ways to screen calls, mail, and visitors Learn how to adapt electronic and manual files so they can be easily accessed
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COURSE DESCRIPTIONS, DATES, AND LOCATIONS

<p>May 2, 2012 Willard Drug Treatment Center <i>Willard</i> 9:00 a.m. - 4:30 p.m.</p>	<p>February 7, 14, 21 & 28, 2012 CSEA Metropolitan Region Office <i>Manhattan</i> 9:00 a.m. - 4:30 p.m.</p>	<p>pants to the basics of grammar and punctuation. Participants will:</p>
<p>Writing Skills</p>		
<p><i>These courses offer a complete range of written communication skills from basic grammar and punctuation, to organizing thoughts, to constructing paragraphs and simple reports. Courses are designed in a New York State context and provide ample practice time for skill development.</i></p>	<p>Basic Writing - A Creative Approach: Level 2 - 4 Days</p> <p>This course increases employees' comfort with the process. Participants will continue to write documents that describe their work and personal experiences. Through weekly assignments, in-class writing, and feedback, participants will continue to explore writing as a pathway to clear thinking, communication, and self-expression. The concepts learned in this course will be used to improve on-the-job oral and writing assignments. Readings by published authors and working writers are included to provide inspiration. Participants will:</p>	<ul style="list-style-type: none"> • Use the various parts of speech correctly (for example, verb tenses, nouns, pronouns, and conjunctions) • Identify the parts of a sentence • Recognize common grammatical errors • Use standard punctuation <p>Note: This course is scheduled on the same day and location as <i>Practical Proofreading</i>. Participants should consider applying for both courses.</p>
<p>Basic Writing - A Creative Approach: Level 1 - 4 Days</p>	<p>Basic Writing - A Creative Approach: Level 1 - 4 Days</p>	<p>May 8, 2012 Workers' Compensation Board <i>Queens</i> 9:00 a.m. - 12:15 p.m.</p>
<p>This creative approach to writing course increases employees' comfort with the process. It requires no prior writing experience. Participants will learn how to plan, draft, and revise written documents that describe their work and personal experiences. Through weekly assignments, in-class writing, and feedback, the course will explore writing as a pathway to clear thinking, communication, and self-expression. The concepts learned in this course can also be used to improve on-the-job oral and writing assignments. Readings by published authors and working writers are included to provide inspiration. Participants will:</p>	<ul style="list-style-type: none"> • Develop strong aspects of good writing • Apply different styles of writing • Express themselves more clearly, both orally and in writing • Display further confidence in communicating <p>Prerequisite: Participants must complete the <i>Basic Writing - A Creative Approach: Level 1</i> course.</p>	<p>Organizing Your Writing - One-Half Day</p> <p>This course helps participants improve the organization of their writing. Participants will recognize the importance of organizing their thoughts before they begin to write and keeping their readers in mind. Participants will:</p>
<ul style="list-style-type: none"> • Learn key aspects of good writing • Recognize and apply different styles of writing • Express themselves more clearly, both orally and in writing • Exhibit greater confidence in communicating 	<p>March 6, 13, 20 & 27, 2012 CSEA Metropolitan Region Office <i>Manhattan</i> 9:00 a.m. - 4:30 p.m.</p>	<ul style="list-style-type: none"> • Focus their writing directly on the topic • Use appropriate tone for the audience and subject matter • Employ writing techniques such as outlining and bulleting • Improve editing skills <p>Note: This course is scheduled on the same day and location as <i>Writing for Clarity</i>. Participants should consider applying for both courses.</p>
	<p>Grammar and Punctuation - One-Half Day</p> <p>This course introduces partici-</p>	<p>April 26, 2012 PDP Training Center (Corporate Woods) <i>Albany</i> 1:15 p.m. - 4:30 p.m.</p>

COURSE DESCRIPTIONS, DATES, AND LOCATIONS

<p>April 26, 2012 SUNY Fredonia <i>Fredonia</i> 1:15 p.m. - 4:30 p.m.</p> <p>May 8, 2012 Staten Island DDSO <i>Staten Island</i> 1:15 p.m. - 4:30 p.m.</p> <hr/> <p><i>Practical Proofreading - One-Half Day</i></p> <p>This course helps participants apply basic proofreading techniques to their work-related writing. Participants will:</p> <ul style="list-style-type: none"> • Describe methods and use tools for proofreading written material • Identify and correct common types of proofreading errors such as misused words and misspellings • Use standard proofreaders' notations • Employ the proper use of capitalization, abbreviation, and hyphenation <p>Note: This course is scheduled on the same day and location as <i>Grammar and Punctuation</i>. Participants should consider applying for both courses.</p> <p>May 8, 2012 Workers' Compensation Board <i>Queens</i> 1:15 p.m. - 4:30 p.m.</p> <hr/> <p><i>Writing for Clarity - One-Half Day</i></p> <p>This course addresses the three stages of the writing process: planning, writing, and revising. Participants will:</p> <ul style="list-style-type: none"> • Use various techniques to plan and organize their writing • Write clear, concise, and interesting sentences • Write coherent, well-con- 	<p>structed, and focused paragraphs</p> <ul style="list-style-type: none"> • Revise documents for logic, clarity, and correctness <p>Note: This course is scheduled on the same day and location as <i>Organizing Your Writing</i>. Participants should consider applying for both courses.</p> <p>April 26, 2012 PDP Training Center (Corporate Woods) <i>Albany</i> 9:00 a.m. - 12:15 p.m.</p> <p>April 26, 2012 SUNY Fredonia <i>Fredonia</i> 9:00 a.m. - 12:15 p.m.</p> <p>May 8, 2012 Staten Island DDSO <i>Staten Island</i> 9:00 a.m. - 12:15 p.m.</p> <hr/> <p><i>Writing for Your Audience - One-Half Day</i></p> <p>This course addresses two basic questions that all writers should consider: who is my audience and what is my purpose? Participants learn how the answers to these questions affect the tone, word choice, and organization of their writing. Participants will:</p> <ul style="list-style-type: none"> • Define the purpose of the writing assignment • Select the appropriate writing format • Identify the audience and choose the appropriate tone • Build meaningful transitions and properly connect ideas <p>Note: This course is scheduled on the same day and location as <i>Writing Reports and Evaluations</i>. Participants should consider applying for both courses.</p>	<p>March 22, 2012 Department of Motor Vehicles <i>Manhattan</i> 9:00 a.m. - 12:15 p.m.</p> <p>March 22, 2012 Buffalo Psychiatric Center <i>Buffalo</i> 9:00 a.m. - 12:15 p.m.</p> <p>April 11, 2012 Franklin Correctional Facility <i>Malone</i> 9:00 a.m. - 12:15 p.m.</p> <hr/> <p><i>Writing Reports and Evaluations - One-Half Day</i></p> <p>This course focuses on writing various types of brief reports and evaluations. Actual forms and reports generally familiar to New York State employees will be used in the class. Participants will:</p> <ul style="list-style-type: none"> • Learn to organize their thoughts prior to writing • Base writing on observable facts rather than opinions • Focus writing on relevant information only • Improve the clarity and readability of their writing • Present a professional image in their writing <p>Note: This course is scheduled on the same day and location as <i>Writing for Your Audience</i>. Participants should consider applying for both courses.</p> <p>March 22, 2012 Department of Motor Vehicles <i>Manhattan</i> 1:15 p.m. - 4:30 p.m.</p> <p>March 22, 2012 Buffalo Psychiatric Center <i>Buffalo</i> 1:15 p.m. - 4:30 p.m.</p> <p>April 11, 2012 Franklin Correctional Facility <i>Malone</i> 1:15 p.m. - 4:30 p.m.</p>
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SCHEDULE OF COURSES BY CSEA REGION

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Long Island Region 1		
<p>January 31, 2012 <i>Math for Health Care Workers</i> Long Island DDSO Hauppauge 9:00 a.m. - 4:30 p.m.</p>	<p>May 9, 2012 <i>Masonry Basics</i> SUNY Old Westbury Old Westbury 9:00 a.m. - 4:30 p.m.</p>	<p>March 16, 2012 <i>Plumbing Basics</i> Roberto Clemente State Park Bronx 9:00 a.m. - 4:30 p.m.</p>
<p>February 16 & 17, 2012 <i>Effective Problem Solving</i> Department of Motor Vehicles Massapequa 9:00 a.m. - 4:30 p.m.</p>	<p style="background-color: #003366; color: white; text-align: center;">Metropolitan Region 2</p>	<p>March 21, 2012 <i>Take Control of Your Time</i> Metro New York DDSO Bronx 9:00 a.m. - 12:15 p.m.</p>
<p>March 7, 14, 21, 28; April 4 & 11, 2012 <i>Focus on Pronunciation</i> SUNY Stony Brook Stony Brook 9:00 a.m. - 4:30 p.m.</p>	<p>February 7, 14, 21 & 28, 2012 <i>Basic Writing - A Creative Approach: Level 1</i> CSEA Metropolitan Region Office Manhattan 9:00 a.m. - 4:30 p.m.</p>	<p>March 21, 2012 <i>Taming Your Tasks</i> Metro New York DDSO Bronx 1:15 p.m. - 4:30 p.m.</p>
<p>March 8, 2012 <i>Take Control of Your Time</i> Connetquot River State Park Oakdale 9:00 a.m. - 12:15 p.m.</p>	<p>February 8, 2012 <i>Conflict Resolution Skills: How to Be Your Own Mediator</i> CSEA Metropolitan Region Office Manhattan 9:00 a.m. - 4:30 p.m.</p>	<p>March 22, 2012 <i>Writing for Your Audience</i> Department of Motor Vehicles Manhattan 9:00 a.m. - 12:15 p.m.</p>
<p>March 8, 2012 <i>Taming Your Tasks</i> Connetquot River State Park Oakdale 1:15 p.m. - 4:30 p.m.</p>	<p>February 28, 2012 <i>Math For Health Care Workers</i> Brooklyn DDSO Brooklyn 9:00 a.m. - 4:30 p.m.</p>	<p>March 22, 2012 <i>Writing Reports and Evaluations</i> Department of Motor Vehicles Manhattan 1:15 p.m. - 4:30 p.m.</p>
<p>March 13, 2012 <i>Small Engine Basics</i> Connetquot State Park Oakdale 9:00 a.m. - 4:30 p.m.</p>	<p>March 6, 13, 20 & 27, 2012 <i>Basic Writing - A Creative Approach: Level 2</i> CSEA Metropolitan Region Office Manhattan 9:00 a.m. - 4:30 p.m.</p>	<p>April 25; May 2, 9, 16, 23 & 30, 2012 <i>Focus on Pronunciation</i> Metro New York DDSO Manhattan 9:00 a.m. - 4:30 p.m.</p>
<p>March 20 & 21, 2012 <i>Carpentry Advanced</i> Connetquot River State Park Oakdale 9:00 a.m. - 4:30 p.m.</p>	<p>March 8, 2012 <i>Air-Conditioning and Refrigeration Basics</i> Metro New York DDSO Manhattan 9:00 a.m. - 4:30 p.m.</p>	<p>May 8, 2012 <i>Grammar and Punctuation</i> Workers' Compensation Board Queens 9:00 a.m. - 12:15 p.m.</p>
<p>May 8, 2012 <i>Workplace Social Skills</i> Belmont Lake State Park Babylon 9:00 a.m. - 4:30 p.m.</p>		<p>May 8, 2012 <i>Practical Proofreading</i> Workers' Compensation Board Queens 1:15 p.m. - 4:30 p.m.</p>

SCHEDULE OF COURSES BY CSEA REGION

<p>May 8, 2012 <i>Writing for Clarity</i> Staten Island DDSO Staten Island 9:00 a.m. - 12:15 p.m.</p> <p>May 8, 2012 <i>Organizing Your Writing</i> Staten Island DDSO Staten Island 1:15 p.m. - 4:30 p.m.</p> <p>May 9, 2012 <i>Workplace Social Skills</i> CSEA Metropolitan Region 2 Office Manhattan 9:00 a.m. - 4:30 p.m.</p> <p>June 5 & 6, 2012 <i>Electricity Advanced</i> Roberto Clemente State Park Bronx 9:00 a.m. - 4:30 p.m.</p>	<p>February 27, 2012 <i>Healthy Eating</i> Eleanor Roosevelt State Office Building Poughkeepsie 9:00 a.m. - 12:15 p.m.</p> <p>February 27, 2012 <i>Prevention Strategies for Better Health</i> Eleanor Roosevelt State Office Building Poughkeepsie 1:15 p.m. - 4:30 p.m.</p> <p>February 28, 2012 <i>Small Engine Basics</i> Eleanor Roosevelt State Office Building Poughkeepsie 9:00 a.m. - 4:30 p.m.</p> <p>March 22, 2012 <i>Math for Health Care Workers</i> Hudson Valley DDSO Thiells 9:00 a.m. - 4:30 p.m.</p> <p>March 27, 2012 <i>Plumbing Basics</i> Eastern Correctional Facility Napanoch 9:00 a.m. - 4:30 p.m.</p> <p>April 3 & 4, 2012 <i>Carpentry Advanced</i> Eastern Correctional Facility Napanoch 9:00 a.m. - 4:30 p.m.</p> <p>April 26, 2012 <i>Air-Conditioning and Refrigeration Basics</i> Eleanor Roosevelt State Office Building Poughkeepsie 9:00 a.m. - 4:30 p.m.</p>	<p>May 15 & 16, 2012 <i>Electricity Advanced</i> Department of Environmental Conservation Mount Tremper 9:00 a.m. - 4:30 p.m.</p> <p>May 15, 2012 <i>Workplace Social Skills</i> Hudson Valley DDSO Thiells 9:00 a.m. - 4:30 p.m.</p> <p>June 12 & 13, 2012 <i>Blueprint Reading Fundamentals</i> Eleanor Roosevelt State Office Building Poughkeepsie 9:00 a.m. - 4:30 p.m.</p>
<p>Southern Region 3</p>		<p>Capital Region 4</p>
<p>February 1, 2012 <i>Take Control of Your Time</i> Veterans' Home at Montrose Montrose 9:00 a.m. - 12:15 p.m.</p> <p>February 1, 2012 <i>Taming Your Tasks</i> Veterans' Home at Montrose Montrose 1:15 p.m. - 4:30 p.m.</p> <p>February 14 & 15, 2012 <i>Effective Problem Solving</i> Eleanor Roosevelt State Office Building Poughkeepsie 9:00 a.m. - 4:30 p.m.</p>		<p>January 25; February 1, 8, 15, 22 & 29, 2012 <i>Focus on Pronunciation</i> Department of Taxation and Finance Latham 9:00 a.m. - 4:30 p.m.</p> <p>February 1, 2012 <i>Plumbing Basics</i> Harriman State Office Campus Albany 9:00 a.m. - 4:30 p.m.</p> <p>February 27, 2012 <i>Conflict Resolution Skills: How to Be Your Own Mediator</i> Workers' Compensation Board Menands 9:00 a.m. - 4:30 p.m.</p> <p>March 6, 2012 <i>Take Control of Your Time</i> Workers' Compensation Board Menands 9:00 a.m. - 12:15 p.m.</p>

SCHEDULE OF COURSES BY CSEA REGION

<p>March 6, 2012 <i>Taming Your Tasks</i> Workers' Compensation Board Menands 1:15 p.m. - 4:30 p.m.</p>	<p>June 12 & 13, 2012 <i>Carpentry Advanced</i> Grafton Lakes State Park Grafton 9:00 a.m. - 4:30 p.m.</p>	<p>April 11, 2012 <i>Writing Reports and Evaluations</i> Franklin Correctional Facility Malone 1:15 p.m. - 4:30 p.m.</p>	
<p>March 20, 2012 <i>Workplace Social Skills</i> Workers' Compensation Board Menands 9:00 a.m. - 4:30 p.m.</p>	<p>Central Region 5</p>		
<p>March 21, 2012 <i>College Credit: Alternative Approaches and Ways to Save Money</i> PDP Training Center (Corporate Woods) Albany 9:00 a.m. - 12:15 p.m.</p>	<p>February 15, 2012 <i>Take Control of Your Time</i> Valley Ridge DDSO Norwich 9:00 a.m. - 12:15 p.m.</p>	<p>April 24 & 25, 2012 <i>Electricity Advanced</i> Utica State Office Building Utica 9:00 a.m. - 4:30 p.m.</p>	
<p>April 26, 2012 <i>Writing for Clarity</i> PDP Training Center (Corporate Woods) Albany 9:00 a.m. - 12:15 p.m.</p>	<p>February 15, 2012 <i>Taming Your Tasks</i> Valley Ridge DDSO Norwich 1:15 p.m. - 4:30 p.m.</p>	<p>May 2, 2012 <i>The Organized Secretary</i> Willard Drug Treatment Center Willard 9:00 a.m. - 4:30 p.m.</p>	
<p>April 26, 2012 <i>Organizing Your Writing</i> PDP Training Center (Corporate Woods) Albany 1:15 p.m. - 4:30 p.m.</p>	<p>February 15, 2012 <i>Math for Health Care Workers</i> Central New York DDSO Syracuse 9:00 a.m. - 4:30 p.m.</p>	<p>May 8, 2012 <i>Air-Conditioning and Refrigeration Basics</i> SUNY Oswego Oswego 9:00 a.m. - 4:30 p.m.</p>	
<p>May 16, 2012 <i>Math for Health Care Workers</i> Capital District DDSO Schenectady 9:00 a.m. - 4:30 p.m.</p>	<p>March 9, 16, 23 & 30, 2012 <i>Introduction to Spanish: Level 1</i> Central New York PC Marcy 9:00 a.m. - 4:30 p.m.</p>	<p>May 9, 2012 <i>Carpentry Basics</i> Utica State Office Building Utica 9:00 a.m. - 4:30 p.m.</p>	
<p>May 17 & 18, 2012 <i>Effective Problem Solving</i> Saratoga Spa State Park Saratoga Springs 9:00 a.m. - 4:30 p.m.</p>	<p>March 26, 2012 <i>Prevention Strategies for Better Health</i> Central New York DDSO Syracuse 9:00 a.m. - 12:15 p.m.</p>	<p>May 17, 2012 <i>Workplace Social Skills</i> Central New York DDSO Syracuse 9:00 a.m. - 4:30 p.m.</p>	
<p>May 17, 2012 <i>Electricity Basics</i> SUNY Plattsburgh Plattsburgh 9:00 a.m. - 4:30 p.m.</p>	<p>March 26, 2012 <i>Healthy Eating</i> Central New York DDSO Syracuse 1:15 p.m. - 4:30 p.m.</p>	<p>Western Region 6</p>	
<p>April 11, 2012 <i>Writing for Your Audience</i> Franklin Correctional Facility Malone 9:00 a.m. - 12:15 p.m.</p>	<p>April 11, 2012 <i>Writing for Your Audience</i> Franklin Correctional Facility Malone 9:00 a.m. - 12:15 p.m.</p>	<p>February 14, 2012 <i>Math for Health Care Workers</i> Finger Lakes DDSO Newark 9:00 a.m. - 4:30 p.m.</p>	
<p>March 6 & 7, 2012 <i>Effective Problem Solving</i> Finger Lakes DDSO Newark 9:00 a.m. - 4:30 p.m.</p>	<p>March 6 & 7, 2012 <i>Effective Problem Solving</i> Finger Lakes DDSO Newark 9:00 a.m. - 4:30 p.m.</p>	<p>March 6 & 7, 2012 <i>Effective Problem Solving</i> Finger Lakes DDSO Newark 9:00 a.m. - 4:30 p.m.</p>	

SCHEDULE OF COURSES BY CSEA REGION

<p>March 22, 2012 <i>Writing for Your Audience</i> Buffalo Psychiatric Center Buffalo 9:00 a.m. - 12:15 p.m.</p>	<p>May 23, 2012 <i>Workplace Social Skills</i> Finger Lakes DDSO Rochester 9:00 a.m. - 4:30 p.m.</p>	<p>April 25, 2012 <i>Using Credit Wisely</i> 2:00 p.m. - 3:00 p.m.</p>
<p>March 22, 2012 <i>Writing Reports and Evaluations</i> Buffalo Psychiatric Center Buffalo 1:15 p.m. - 4:30 p.m.</p>	<p>June 19, 2012 <i>Carpentry Basics</i> SUNY Geneseo Geneseo 9:00 a.m. - 4:30 p.m.</p>	<p>April 26, 2012 <i>College Credit: Alternative Approaches and Ways to Save Money</i> 2:00 p.m. - 3:00 p.m.</p>
<p>March 26, 2012 <i>Conflict Resolution Skills: How to Be Your Own Mediator</i> Finger Lakes DDSO Rochester 9:00 a.m. - 4:30 p.m.</p>	<p>Statewide Webinars</p>	
<p>April 24, 2012 <i>Plumbing Basics</i> SUNY Buffalo Buffalo 9:00 a.m. - 4:30 p.m.</p>	<p>January 25, 2012 <i>College Credit: Alternative Approaches and Ways to Save Money</i> 1:00 p.m. - 2:00 p.m.</p>	<p>May 15, 2012 <i>Study Skills</i> 12:00 p.m. - 1:00 p.m.</p>
<p>April 26, 2012 <i>Writing for Clarity</i> SUNY Fredonia Fredonia 9:00 a.m. - 12:15 p.m.</p>	<p>February 6, 2012 <i>Dealing with Stress</i> 10:00 a.m. - 11:00 a.m.</p>	<p>May 23, 2012 <i>Electronic Etiquette</i> 10:00 a.m. - 11:00 a.m.</p>
<p>April 26, 2012 <i>Organizing Your Writing</i> SUNY Fredonia Fredonia 1:15 p.m. - 4:30 p.m.</p>	<p>February 14, 2012 <i>Managing Finances</i> 10:00 a.m. - 11:00 a.m.</p>	<p>June 6, 2012 <i>Introduction to Green Technology</i> 10:00 a.m. - 11:00 a.m.</p>
<p>April 27; May 4, 11 & 18, 2012 <i>Introduction to Spanish: Level 1</i> Finger Lakes DDSO Rochester 9:00 a.m. - 4:30 p.m.</p>	<p>February 28, 2012 <i>Using Credit Wisely</i> 10:00 a.m. - 11:00 a.m.</p>	<p>June 12, 2012 <i>Using the Tuition Benefits Program</i> 1:00 p.m. - 2:30 p.m.</p>
<p>May 8 & 9, 2012 <i>Blueprint Reading Fundamentals</i> SUNY Buffalo Buffalo 9:00 a.m. - 4:30 p.m.</p>	<p>March 6, 2012 <i>Study Skills</i> 10:00 a.m. - 11:00 a.m.</p>	<p>June 14, 2012 <i>Take Control of Your Time</i> 12:00 p.m. - 1:00 p.m.</p>
	<p>March 12, 2012 <i>Dealing with Stress</i> 3:00 p.m. - 4:00 p.m.</p>	<p>Directions for Training Sites Abbreviated travel directions to all training sites are posted at www.nyscseapartnership.org. Complete directions will be included with acceptance letters.</p>
	<p>April 11, 2012 <i>Managing Finances</i> 12:00 p.m. - 1:00 p.m.</p>	
	<p>April 24, 2012 <i>Using the Tuition Benefits Program</i> 10:00 a.m. - 11:30 a.m.</p>	

DIRECTIONS FOR COMPLETING APPLICATION FORM

1. Please type or print legibly.
2. Complete each line of the form. Incomplete or incorrectly completed forms may require us to return your application to you for completion or correction.
3. Negotiating Unit – The *Skills for Success* courses are for:

CSEA-represented New York State (NYS) employees in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units. Limited exceptions include NYS employees in a traineeship or serving a probationary period in a transition title (MC/06 or PS&T/05) supported by the Partnership or employees in a Management/Confidential (MC/06) clerical or secretarial title as space in classes permits.

- OR -

CSEA-represented employees working in local government, school districts, state authorities, or the private sector.

Please circle the correct bargaining unit if you are a NYS government employee.

Please circle "LG" if you are a local government employee or "PS" if you are a private sector employee.
4. 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 Town of Colonie Parks Department), if applicable.
5. Enter your complete home address.
6. If you are applying for a webinar, you must include an email address.
7. If you are a person with a disability and require a reasonable accommodation to participate in a class, check the box provided and a Partnership staff member will contact you.
8. **Applications must be signed and dated by your supervisor** if the class occurs during your regular work hours. If you are accepted into a class, please notify your supervisor. Do not attend the class unless you receive notification from the Partnership.
9. Mail or fax your application to:

NYS & CSEA Partnership for Education and Training
Corporate Plaza East - Suite 502
240 Washington Avenue Extension
Albany, New York 12203

Fax Numbers: 518-486-1989
518-473-0056

For further assistance, call us at 518-486-7814 or 800-253-4332 for areas outside the Capital Region.



Corporate Plaza East - Suite 502
240 Washington Avenue Extension
Albany, NY 12203

518-486-7814
800-253-4332 (areas outside Capital Region)

learning@nyscseapartnership

www.nyscseapartnership.org