

Agency Worksite Training Requests

New York State managers and CSEA leaders can jointly request to bring Partnership training programs and services to their agency or facility worksites. Partnership courses, labor-management services, and online learning courses are available to CSEA-represented New York State employees in all CSEA bargaining units (ASU, ISU, OSU, and DMNA). However, most courses are designed to meet the needs of employees in a specific bargaining unit or address a specific job-related knowledge, skill, or ability.

New York State agency or facility managers and CSEA local presidents should carefully read the course descriptions to ensure that a course selected is appropriate for employee needs and skill level. A list of the Partnership's courses, labor-management services, and online learning courses are available on the Partnership's website at:

www.nyscseapartnership.org

Bringing a Partnership Course or Service to an Agency Worksite is as Easy as 1 – 2 – 3.

To request a course or service, agency managers and CSEA leaders:

- 1.** Jointly assess the workforce development and training needs of the agency or facility and its New York State CSEA-represented employees.
- 2.** Determine if there is an existing Partnership course or service that meets the needs of the targeted audience or contact the Partnership to discuss your particular agency or facility workforce needs.
- 3.** Complete and submit a Worksite Training Application to the Partnership, signed by appropriate CSEA and management representatives. The application is included with this flyer and can also be downloaded from the Partnership's website.

For more information, contact the Partnership at 518-486-7814 or for areas outside the Capital Region call 800-253-4332. Email: learning@nyscseapartnership.org

Partnership Courses

Adult Education Basics

- Introduction to Math
- Introduction to Writing
- Reading Comprehension
- Reading, Writing, and Math: A Skills Refresher
- Workplace Writing

Educational Planning

- College Credit: Alternative Approaches and Ways to Save Money
- Financing Your Education
- Returning to Learning
- Using the Tuition Benefits Program

Interpersonal Communications

- Communicating with the Public
- Guided Conversations
- Influencing with Confidence

Labor-Management

- Labor-Management Committee Basics
- Labor-Management Committee Process
- The Labor-Management Committee's Role in Education and Training

Language Skills

- English for Speakers of Other Languages (ESOL)
- Introduction to Spanish: Level 1
- Introduction to Spanish: Level 2

Mathematics

- Math Skills Builder: Level 1
- Math Skills Builder: Level 2

Safety and Health

- Accident Recordkeeping
- Confined Space Entry and Rescue
- Control of Hazardous Energy (Lockout/Tagout)
- Excavation and Trenching Safety
- Fall Prevention and Protection
- Forklift Operator Safety
- Hazard Communications & The NYS "Right-to-Know" Law
- Heavy Equipment Operation Safety
- Lead Awareness
- OSHA 10-Hour Construction
- Scaffolding Safety (assembly, use, and disassembly)

Secretarial

- The Organized Secretary

Skilled Trades

- Air-Conditioning and Refrigeration Basics
- Blueprint Reading Fundamentals
- Carpentry Basics
- Carpentry Advanced
- Electricity Basics
- Electricity Advanced
- Masonry Basics
- Operations and Maintenance: Preparing for Your Future
- Plumbing Basics
- Plumbing Advanced
- Small Engine Basics

Work and Life

- Conflict Resolution Skills: How to Be Your Own Mediator
- Dealing with Stress
- Managing Finances

Work Management

- Change: How to Make it Work for You
- Critical Thinking
- Effective Problem Solving
- Electronic Etiquette
- Take Control of Your Time
- Taming Your Tasks

Written Communication

- Catching Errors: A Proofreader's Guide
- Fundamentals of Writing: Mastering the Basics
- Fundamentals of Writing: Putting It All Together
- Grammar and Punctuation
- Organizing Your Writing
- Practical Proofreading
- Understanding and Using Effective English
- Writing Clinic
- Writing for Clarity
- Writing for Your Audience
- Writing Reports and Evaluations

WORKSITE TRAINING APPLICATION

(Please type or print)

To arrange a training program at your agency/facility worksite, complete this application and mail or fax it to the NYS & CSEA Partnership at the address and fax number above. Please submit one application for each request. If you are submitting multiple applications, number your requests in priority order with number one being the highest priority.

Section 1 (to be completed for all program requests):

Type of request (*please select one*):

Agency Worksite Program Online Learning Program

Agency Name: _____

Facility Name (if applicable): _____

Total number of CSEA-represented NYS employees targeted to participate: _____

Titles of targeted employees: _____

If you are requesting an agency worksite program, go to Section 2.

If you are requesting online learning, go to Section 3.

Section 2 (to be completed for agency worksite program requests only):

State the title of the course you are requesting: _____

Specify the preferred dates and times for this training: _____

Describe how your training needs were assessed:

Based on your needs assessment, explain how you expect this training to benefit both your employees and the worksite:

Describe the labor-management process that you will follow to select participants to attend:

Section 2 (to be completed for agency worksite program requests only): continued

Please describe the training room you have identified for this training (e.g., capacity, presentation furnishings and equipment, number of tables and chairs):

Proposed training site location and full address (be specific): _____

Provide the name of the site contact for this course that will be responsible for making all arrangements (e.g., confirming course content with participants, scheduling training space, receiving materials, preparing course roster, meeting the instructor at the start of training):

Name: _____ Title: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

When complete, go to Section 4.

Section 3 (to be completed for online learning program requests only):

Course Libraries

Number of Licenses Needed

SkillSoft Business Skills, Desktop, IT Courses: _____

GoTrain Health and Safety Courses: _____

Indicate the name of at least one Agency Online Learning Liaison* who will be responsible for facilitating an automated approval process provided by the Partnership.

Name: _____

Title: _____

Address: _____

Phone: (____) _____

Fax Number: (____) _____

Email: _____

**The Liaison will serve as the agency's point person for communication between the Partnership and the agency's CSEA-represented employees. Liaisons are provided with a free online learning license.*

When complete, go to Section 4.

Section 4 (to be completed for all program requests):

Labor-Management Contact Information:

By submitting this application, the management representative and the CSEA local president noted below certify that all information contained in this application is accurate and complete. The assessment and development of this training request has been a joint collaboration and the management representative and the CSEA local president will continue to be involved in all aspects of course arrangements and delivery.

Management Representative*

CSEA Local President

Name: _____

Name: _____

CSEA Local Number: _____

Title: _____

Address: _____

Address: _____

Phone: (____) _____

Phone: (____) _____

Email: _____

Email: _____

**Management representative must be a personnel director, training director, facility director, or equivalent.*

Signature: _____

Signature: _____

Date: _____

Date: _____

Submitting Application in Hard Copy: A signature is required by both the management representative and CSEA local president indicated above. The Partnership will contact you regarding the next steps.

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 upon request.