The Organized Office Worker
An online learning program for CSEA-represented NYS employees

Application Period:
February 3, 2020 - February 1, 2021
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Begin the Journey to Developing your Career

Too much to do and not enough time? Many people struggle to become more productive. This online program helps busy people learn ways to gain control over their time and their priorities.

About The Organized Office Worker Certificate Program

This Online Certificate Program will help you identify strategies to take control of your daily schedule and projects. This program is also a great way to build your knowledge and skills in the Professionalism and Self-Management workplace competency. Participants must complete 15 courses with a passing score of 70% or higher to earn a certificate. Additionally, this program fulfills one of the four mandatory training requirements for the Administrative Assistant Traineeship.

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Courses must be completed by February 2, 2021

For technical support and questions, contact the Partnership at: (518) 486-7814 or (800) 253-4332 or email: OnlineLearningHelp@nyscseapartnership.org