

# Worksite Training Requests

## Steps for Management Representatives and CSEA Leaders to Request a Course

### Step 1.

Jointly assess the workforce development and training needs of the agency/facility and its CSEA-represented NYS employees.

### Step 2.

Determine if there is an existing Partnership course or service that meets the needs of the targeted audience. If the topic of interest is not listed, contact the Partnership to discuss the particular agency or workforce needs.

### Step 3.

Submit a joint [Worksite Training Application](#) to the Partnership, signed by appropriate CSEA and management representatives.



# Partnership Courses & Webinars at a Glance



Rev. 6/14/22

## Adult Education Basics

- Effective Reading Skills 1
- Effective Reading Skills 1 (Online)
- Effective Reading Skills 2
- Effective Reading Skills 2 (Online)
- Enhance Your Skills: Reading, Writing, and Math Basics
- Essentials of Writing
- Fundamental Math Skills
- Math Refresher 1
- Math Refresher 1 (Online)
- Math Refresher 2
- Math Refresher 2 (Online)
- Reading Comprehension

## Computer Skills

- Computer Basics
- Designing Dynamic Presentations
- Get More Done with Keyboard Shortcuts
- Internet Research Skills
- Microsoft Excel 2016 Basics
- Microsoft Excel 2016 Intermediate
- Microsoft Outlook 2016: Managing Contacts and Tasks
- Microsoft Outlook 2016: Organizing and Managing Your Email
- Microsoft Outlook 2016: Working with Calendars
- Microsoft PowerPoint 2013 Basics
- Microsoft Teams Basics
- Microsoft Word 2016 Basics
- Understanding Today's Computer

## Individual Development

- A Career in Nursing: Is it Right for You?
- Aspiring Leaders
- Best Practices for Resumes and Cover Letters
- Career Options Within NYS Government Using GOT-IT
- Financing Your Education
- Managing Your Finances
- Merit System: Examinations and Eligible Lists
- Merit System: Transfers
- Preparing for a Civil Service Exam
- Protect Your Identity
- Stress in the Workplace
- Study Skills to Build Success
- Using Credit Wisely
- Using the Tuition Benefits Program
- You and Your Finances

## Interpersonal Communication

- Addressing Conflict in Customer Relations
- Better Team Skills
- Building Better Work Relationships
- Communicating with Confidence
- Customer Service
- Dealing with Difficult Behaviors
- Emotional Intelligence in Customer Relations
- Keep Your Cool: Ways to Protect Your Professional Reputation
- Managing Stress in Customer Relations
- Practical Skills for Resolving Conflict
- Professionalism in the Digital Age
- Workplace Social Skills

## Labor-Management Services

- Education and Training: A Labor-Management Approach
- Marketing Your Labor-Management Committee
- The Fundamentals of Labor-Management Committees
- The Labor-Management Committee Process

## Language Skills

- Conversational Spanish
- Focus on Pronunciation: Level 1
- Focus on Pronunciation: Level 2

## Math Skills

- Introduction to Accounting

## Safety and Health

- Asbestos Awareness
- Back Injury Prevention
- Boiler Safety Awareness
- Chainsaw Safety Awareness
- Chainsaw Safety Awareness (Online)
- Computer Ergonomics Assessor Training
- Control of Hazardous Energy (Lockout/Tagout)
- Fall Protection Awareness
- Forklift Operator Safety Awareness
- Heavy Equipment Operations Safety
- Home Ergonomics
- Preventing Slips, Trips, and Falls
- Preventing Slips, Trips, and Falls for the Outdoor Worker
- Situational Awareness
- Where There's Smoke, There's Fire

- World Trade Center Health Programs Overview

## Trades, Operations, and Maintenance

- Air Conditioning and Refrigeration Advanced
- Air Conditioning and Refrigeration Basics
- Air Conditioning and Refrigeration: EPA Section 608 Certification
- Blueprint Reading Fundamentals
- Blueprint Reading Fundamentals (Online)
- Carpentry Basics: Level 1
- Electricity Advanced
- Electricity Basics
- Energy Conservation: Alternative Technologies and Sustainability
- Masonry Advanced
- Masonry Basics
- Plumbing Advanced
- Plumbing Basics
- Small Engine Basics

## Work Management

- Change: Making it Work
- Critical Thinking
- Effective Problem Solving
- Introduction to Critical Thinking
- Problem Solving: A Six Step Process
- Take Control of Your Time
- Organizing Your Workspace for Increased Productivity

## Writing Skills

- Avoiding Common Punctuation and Grammar Mistakes
- Crafting Powerful Writing: Precision and Clarity
- Essentials of Report Writing
- Expanding Your Vocabulary
- The Foundations of Good Writing
- Professional Email That Gets Results
- Successful Business Writing
- Writing and Editing Skills for Supervisors
- Writing Effective Reports and Evaluations
- Writing Successful Email

# WORKSITE TRAINING APPLICATION

To request training at your agency or facility, complete this application and mail, fax, or email (listed above) to the NYS & CSEA Partnership. If requesting multiple classes, please submit an application form for each.

This application can be filled out by hand or electronically. If filling it out electronically, left-click on the fields to be completed and type your text. Once completed, print the application and obtain the required signatures. You can save a digital copy on your computer or print out an extra copy for your records.

## 1

Agency Name: \_\_\_\_\_

Facility Name (if applicable): \_\_\_\_\_

Exact Number of CSEA-represented NYS employees targeted to participate: \_\_\_\_\_

Titles or general positions of targeted employees: \_\_\_\_\_

If applying for Safety and Health training ONLY, how many participants from other bargaining units? \_\_\_\_\_

## 2

Course name you are requesting: \_\_\_\_\_

Describe why you see a need for this training:

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Explain how you expect this training to benefit both employees and the worksite:

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Describe the labor-management process you followed to select participants:

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### Proposed training site location and full address

Agency: \_\_\_\_\_ Facility: \_\_\_\_\_  
 Building: \_\_\_\_\_ Room: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/NY/Zip: \_\_\_\_\_

### Preferred training date(s) and time(s) (at least eight weeks after submission of application):

**First Choice** Date(s): \_\_\_\_\_ Start & End Times: \_\_\_\_\_

**Second Choice** Date(s): \_\_\_\_\_ Start & End Times: \_\_\_\_\_

**Provide name of site contact** for this course responsible for making all arrangements (confirming course content with participants, scheduling training space, receiving materials, preparing course roster, meeting instructor at start of training):

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/NY/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Labor-Management Contact Information

By submitting this application, the management representative and CSEA local president certify 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 CSEA local president will be involved in all aspects of course arrangement and delivery.

#### CSEA Local President

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Agency: \_\_\_\_\_ Facility: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/NY/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Management Representative (personnel director, training director, facility director, or equivalent)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Agency: \_\_\_\_\_ Facility: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/NY/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_