


Summer Webinars

for CSEA-represented Employees



Professionalism in the Digital Age (SLMS Class Code: P_OE_R7_4108)
July 6, 2017 • 1:00 p.m. - 2:00 p.m.



Addressing Conflict in Customer Relations (SLMS: P_OE_R7_4109)
July 11, 2017 • 10:00 a.m. - 11:00 a.m.



Merit System: Examinations and Eligible Lists (SLMS: P_OE_R7_4110)
July 12, 2017 • 3:00 p.m. - 4:00 p.m.



Managing Your Finances (SLMS Class Code: P_OE_R7_4111)
July 18, 2017 • 10:00 a.m. - 11:00 a.m.



A Career in Nursing (SLMS Class Code: P_OE_R7_4114)
July 20, 2017 • 3:00 p.m. - 4:00 p.m.



Emotional Intelligence in Customer Relations (SLMS: P_OE_R7_4113)
July 26, 2017 • 1:00 p.m. - 2:00 p.m.



Understanding Today's Computer (SLMS Class Code: P_OE_R7_4112)
July 27, 2017 • 10:00 a.m. - 11:00 a.m.



Internet Research Skills (SLMS Class Code: P_OE_R7_4115)
August 1, 2017 • 1:00 p.m. - 2:00 p.m.



Getting Organized: Time, Tasks, and Life (SLMS: P_OE_R7_4116)
August 2, 2017 • 10:00 a.m. - 11:00 a.m.



Using the Tuition Benefits Program (SLMS Class Code: P_OE_R7_4117)
August 8, 2017 • 10:00 a.m. - 11:30 a.m.



Workforce Development Competencies Key:



Communication and Interpersonal Relations



Professionalism and Self-Management



Critical Thinking and Problem Solving



Reading and Locating Information



**SUMMER WEBINARS
APPLICATION FORM**

APPLICANT INFORMATION
Please print or type.

Name

Identification Number:

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

NYS EMPLID: 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: _____

<p>Negotiating Unit</p> <p>New York State Government Employees (circle one):</p> <p>02 = Administrative Services Unit (ASU) 03 = Operational Services Unit (OSU) 04 = Institutional Services Unit (ISU) 05 = Professional, Scientific & Technical (PS&T)* 06 = Management/Confidential (M/C)* 47 = Division of Military & Naval Affairs (DMNA) Other _____</p> <p>* Select PS&T and M/C employees are eligible to attend the Addressing Conflict in Customer Relations; Emotional Intelligence in Customer Relations; Getting Organized: Time, Tasks, and Life; and Professionalism in the Digital Age webinars, as space permits.</p> <p>– OR –</p> <p>Non-state CSEA-represented Employee – if Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here <input type="checkbox"/></p>	<p>Current Job Title _____</p> <p>Grade _____</p>
	<p>Name of Agency or Organization _____</p>
	<p>Facility _____</p>
	<p>Daytime Phone () _____</p>
	<p>Email Address (You must provide at least one)</p> <p>Home: _____</p> <p>Work: _____</p>

Reasonable Accommodation: Please check if you have a disability requiring a reasonable accommodation to attend a course. A Partnership staff member will contact you for further information.

COURSE INFORMATION

Course Name	Course Date	SLMS Class Code
1.		
2.		
3.		
4.		

SUPERVISOR'S APPROVAL

By signing this application I agree to grant this employee release time, without charge to leave credits, to attend the entire course(s).

Supervisor's Name (Print or Type)	Supervisor's Signature	
Supervisor's Email	Supervisor's Phone Number	Date

Fax application to (518) 486-1989 or (518) 473-0056 or mail to:
 NYS & CSEA Partnership • Corporate Plaza East – Suite 502 • 240 Washington Ave. Ext. • Albany, NY 12203