MEMORANDUM

To: Directors of Human Resources

From: Jeannine Morell, Co-Director
Karen Chase-Corcoran, Co-Director

Date: May 11, 2018

Subject: 2018 Summer Webinar Series

The NYS & CSEA Partnership for Education and Training (Partnership) is pleased to announce the 2018 Summer Webinar Series. Webinars allow CSEA-represented New York State employees the opportunity to learn from the convenience of their office or home.

In order to participate in a webinar, employees need access to a phone, computer, and Internet connection. Participants access a website to see the instructor's computer screen and participate by using a telephone.

The webinar classes scheduled during July and August are:

- **Writing Effectively** – July 10, 2018; 1:00 p.m. – 2:30 p.m.
- **Take Control of Your Time** – July 11, 2018; 10:00 a.m. – 11:00 a.m.
- **Emotional Intelligence in Customer Relations** – July 12, 2018; 3:00 p.m. – 4:00 p.m.
- **Best Practices in Resume and Interview Preparation** – July 17, 2018; 10:00 a.m. – 11:00 a.m.
- **Internet Research Skills** – July 18, 2018; 1:00 p.m. – 2:00 p.m.
- **Managing Stress in Customer Relations** – July 19, 2018; 10:00 a.m. – 11:00 a.m.
- **Professionalism in the Digital Age** – July 24, 2018; 1:00 p.m. – 2:00 p.m.
- **Dealing with Stress** – July 26, 2018; 1:00 p.m. – 2:00 p.m.
- **Getting Organized: Time, Tasks, and Life** – July 31, 2018; 10:00 a.m. – 11:00 a.m.
- **Using the Tuition Benefits Program** – August 2, 2018; 1:00 p.m. – 2:30 p.m.

Please distribute the attached promotional flyer to your facility managers, supervisors, and CSEA-represented employees. Additionally, consider announcing this training on your agency intranet with a link to the Partnership’s website at [www.nyscseapartnership.org](http://www.nyscseapartnership.org).

Webinar classes fill quickly, so encourage employees to register as soon as possible. For further information, contact the Partnership at (518) 486-7814 or email learning@nyscseapartnership.org.

Attachment