Enroll Through SLMS or Use Application on Reverse Side.

**Summer WEBINARS**

**Microsoft Outlook 2016: Working with Calendars**
July 2, 2019 • 1:00 p.m. - 2:00 p.m. • (SLMS Class Code: P_OE_R7_4773)

**Career Options Within NYS Government Using GOT-IT**
July 10, 2019 • 3:00 p.m. - 4:00 p.m. • (SLMS Class Code: P_OE_R7_4774)

**Professionalism in the Digital Age**
July 11, 2019 • 1:00 p.m. - 2:00 p.m. • (SLMS Class Code: P_OE_R7_4775)

**Writing Effectively**
July 16, 2019 • 10:00 a.m. - 11:00 a.m. • (SLMS Class Code: P_OE_R7_4776)

**Using the Tuition Benefits Program**
July 17, 2019 • 10:00 a.m. - 11:30 a.m. • (SLMS Class Code: P_OE_R7_4777)

**Merit System: Examinations and Eligible Lists**
July 18, 2019 • 7:00 a.m. - 8:00 a.m. • (SLMS Class Code: P_OE_R7_4778)

**Protect Your Identity**
July 23, 2019 • 10:00 a.m. - 11:00 a.m. • (SLMS Class Code: P_OE_R7_4779)

**Take Control of Your Time**
July 24, 2019 • 10:00 a.m. - 11:00 a.m. • (SLMS Class Code: P_OE_R7_4780)

**Designing Dynamic Presentations**
July 25, 2019 • 1:00 p.m. - 2:00 p.m. • (SLMS Class Code: P_OE_R7_4781)

**A Career in Nursing: Is it Right for You?**
July 30, 2019 • 3:00 p.m. - 4:00 p.m. • (SLMS Class Code: P_OE_R7_4782)

**Microsoft Outlook 2016: Managing Contacts and Tasks**
July 31, 2019 • 1:00 p.m. - 2:00 p.m. • (SLMS Class Code: P_OE_R7_4783)

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**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: ____ ____ ____ ____ ____ ____ ____ ____ ____

Negotiating Unit

New York State Government Employees (circle one):

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 _________________________ – OR –

Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here □.

* Select PS&T and M/C employees serving a probationary period in a transition title or traineeship supported by the Partnership are eligible to attend the Professionalism in the Digital Age, Take Control of Your Time, and Writing Effectively webinars, as space permits.

NOTE: M/C employees in a clerical or secretarial title are eligible to attend any webinar, as space permits.

Reasonable Accommodation: All participants are welcome. If you have a disability and need an accommodation, check here □. A Partnership staff member will contact you for further information.

Current Job Title

Name of Agency or Organization

Facility

Day Phone ( )

Email Address (Must provide at least one)

Home:

Work:

COURSE INFORMATION

Webinar Title

Date

SLMS Class Code

1.

2.

3.

SUPERVISOR APPROVAL

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

Supervisor Name (Print or Type) Supervisor Signature

Supervisor Email Supervisor 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

NOTE: Course registration deadlines are approximately three weeks before the first day of the webinar.