



Skills for Success

Courses for CSEA-represented employees

Focus on Pronunciation

September 19, 26; October 3 & 17, 2011 • 8:30 a.m. - 4:00 p.m.
University at Buffalo • 102 John Beane Center • Buffalo, NY 14260

This course is for employees who would like to develop their American English pronunciation. Participants will learn and observe how sounds are made and how to present useful information using the appropriate intonation.

Conflict Resolution Skills: How To Be Your Own Mediator

September 19, 2011 • 8:30 a.m. - 4:00 p.m.
NYS Department of Transportation • 100 Seneca St. • Buffalo, NY 14203

This course empowers employees to handle the challenges of today's workplace. Participants learn to use a simple yet powerful communication tool – "self mediation" – to manage the differences that impair teamwork, quality of performance, decision making, and cooperation at work and at home.

Computer Basics

September 27, 2011 • 8:30 a.m. - 4:00 p.m.
Western NY DDSO • 1200 East and West Road • West Seneca, NY 14224

This course provides participants with a basic understanding of a personal computer, common computer software programs, and the fundamentals of using word processing, spreadsheets, and the Internet.

To learn more about *Skills for Success* courses, please call 800-253-4332 or visit:

www.nyscseapartnership.org



**SKILLS FOR SUCCESS
COURSE APPLICATION FORM**

APPLICANT INFORMATION
Please type or print.

Name	Name of Agency or Organization		
Social Security # (last 4 digits only) _____	Facility		
Current Job Title _____ Grade _____	Home Address		
Negotiating Unit For 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 (MC)* 47 = Division of Military & Naval Affairs (DMNA) Other _____ * Were you previously in the Administrative Services Unit <u>and</u> are you currently in a traineeship or on probation as a result of an appointment to a Transition Title? Yes <input type="checkbox"/> No <input type="checkbox"/> For Local Government or Private Sector Employees (circle one): LG = Local Government PS = Private Sector	Street		
	City _____	State _____	Zip Code _____
	Daytime Phone ()		
	Daytime Fax ()		
	Email (Required for all webinar courses)		
Reasonable Accommodation <input type="checkbox"/> Please check box if you have a disability that requires a reasonable accommodation to participate in <i>Skills for Success</i> courses. A Partnership staff member will contact you for further information.			

COURSE INFORMATION

Course Title(s)	Course Date(s)	Course Location (City)
1.		
2.		
3.		
4.		
5.		

SUPERVISOR'S APPROVAL

This employee has my approval to attend the entire course(s) listed. 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

Please fax this 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.

The NYS & CSEA Partnership for Education and Training does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, or sexual orientation in employment, admission, or access to its programs or activities. Reasonable accommodation will be provided on request.