

Professional Careers Test Preparation

CLASSROOM TRAINING

covers

- ▶ Verbal Analysis
- ▶ Quantitative Analysis
- ▶ Preparing Written Material
- ▶ Understanding and Interpreting Written Material Related to Government and Social Issues

DATE: February 5, 10, and 12, 2009

TIME: 6:00 pm – 9:00 pm

COST: \$30 CSEA members
\$60 non-members

LOCATION: NYS Nurses Association
11 Cornell Road
Latham NY

**Arrive at 5:30 pm for the February 5th class.
Bring a calculator and food.**

Register online! (members only)

https://www.csealocal1000.org/training_registration

Or call us*

(518) 782-4427

*If you are a member, we will need your daytime phone number, your email address, and your social security number (to confirm your membership). If you are not a member, we need only your name, email address, and daytime phone number. To register by email, send the information above to trevor.robertson@cseainc.org with the subject "PCT Workshop Registration"

After registration, you will receive an email containing a confirmation number, payment instructions, and a link to directions to the event.

No refunds will be given unless class is cancelled.

ONLINE TRAINING

covers

- ▶ Verbal Analysis
- ▶ Preparing Written Material
- ▶ Understanding and Interpreting Written Material

Try our *free demo!*

<http://www.cseallearningcenter.org/>



READY...



SET...



SUCCEED!

CSEA
Local 1000 AFSCME, AFL-CIO
Danny Donohue, President

**WORK
INSTITUTE**
Where Opportunity Meets Knowledge





**For CSEA-represented employees (New York State, local government, and private sector)
Participation by local government and private sector employees is sponsored by the
CSEA WORK Institute.**

2009 SKILLS FOR SUCCESS COURSES – Region 4

February 2 & 3

Math Skills Builder: Level 2
Department of Correctional Services Training Academy
Albany

February 4 & 5

Math Skills Builder: Level 2
Department of Correctional Services Training Academy
Albany

February 11

Writing for Clarity
State Education Department
Albany

February 11

Organizing Your Writing
State Education Department
Albany

February 17

Writing for Clarity
State Education Department
Albany

February 17

Organizing Your Writing
State Education Department
Albany

March 2, 9, 16 & 23

Introduction to Spanish: Level 2
Department of Transportation
Schenectady

March 4, 11, 18 & 25

Workplace Writing
Department of Correctional Services Training Academy
Albany

March 12

Writing for Your Audience
Department of Transportation
Schenectady

March 12

Writing Reports and Evaluations
Department of Transportation
Schenectady

March 24

Dealing with Stress
SUNY Plattsburgh
Plattsburgh

March 26

Conflict Resolution Skills: How to Be
Your Own Mediator
Department of Civil Service
Albany

March 31

Managing Finances
Department of Civil Service
Albany

March 31 & April 1

Effective Problem Solving
Office of Alcoholism and Substance
Abuse Services
Albany

April 8 – POSTPONED

Food Service/Kitchen Safety
Department of Correctional Services
Training Academy
Albany

April 8 & 9

Electricity Advanced
Saratoga Spa State Park
Saratoga Springs

April 21

College Credit: Alternative
Approaches and Ways to Save
Money
Office of Alcoholism and
Substance Abuse Services
Albany

April 21

Operations and Maintenance:
Preparing for Your Future
Office of Alcoholism and
Substance Abuse Services
Albany

May 5 & 6

Reading Skills Builder
State Education Department
Albany

May 7

Electricity Basics
Department of Transportation
Schenectady

May 13

Small Engine Basics
Grafton Lakes State Park
Grafton

May 20 & 21

Plumbing Advanced
Saratoga Spa State Park
Saratoga Springs

For a Catalog and Application form, go to: www.nyscseapartnership.org

Call: 518-486-7814 or areas outside Capital Region call: 800-253-4332

Email: learning@nyscseapartnership.org