



**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.**

## **SKILLS FOR SUCCESS COURSES – Region 1**

Grammar and Punctuation	10/14/08	West Brentwood
Practical Proofreading	10/14/08	West Brentwood
Managing Finances	10/15/08 or 2/10/09	Babylon or Wantagh
Plumbing Basics	10/15/08	Old Westbury
Air-Conditioning and Refrigeration Basics	10/16/08	Babylon
Dealing with Stress	10/16/08 or 2/6/09	Wantagh
Math Skills Builder: Level 1	10/28,29	Oyster Bay
Electricity Basics	11/6/08	Wantagh
Take Control of your Time	11/12/08	Hauppauge
Taming your Tasks	11/12/08	Hauppauge
Food Service/Kitchen Safety	11/19/08	West Brentwood
Critical Thinking	12/3/08	Babylon
Conflict Resolution: Be your own Mediator	2/2/09	Wantagh
Writing for Clarity	2/3/09	Babylon
Organizing your Writing	2/3/09	Babylon
College Credit: Alternative Approaches	2/5/09	Babylon
Oper. & Maint.: Preparing for your Future	2/5/09	Babylon
Effective Problem Solving	2/26,27	Babylon
Introduction to Spanish: Level 1	3/2,9,16,23	Babylon
Workplace Writing	3/3,10,17,24	Stony Brook
Blueprint Reading Fundamental	2/12,13	Babylon
Carpentry Basics	3/19/09	Wantagh
Reading Skills Builder	3/23,24	Commack
Math Skills Builder: Level 2	3/24,25	Wantagh
Masonry Basics	3/31/09	Stony Brook
Introduction to Spanish: Level 2	4/6,13,20,27	Wantagh
Electricity Advanced	4/20,21	Babylon
Writing for your Audience	5/4/09	Commack
Writing Reports and Evaluations	5/4/09	Commack
Small Engine Basics	5/28/09	Old Westbury

**For a Catalog and Application form, go to:**

**[www.nyscseapartnership.org](http://www.nyscseapartnership.org)**

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

Email: [learning@nyscseapartnership.org](mailto:learning@nyscseapartnership.org)