

Civil Service Test Preparation Workshop

This **members-only** test prep workshop is being offered to help prepare you for the March 3, 2018 **NYS Dept. of Civil Service promotion exam for:**
Secretary 1 and Secretary 2.

The following topics will be covered:

- General Test Taking Tips and Strategies
- Grammar, Usage, Punctuation and Sentence Structure
- Office Practices
- Office Record Keeping (**PLEASE BRING A CALCULATOR**)
- Preparing Written Material

DATE:	Saturday, February 17, 2018
LOCATION:	Stony Brook University Hospital, 101 Nicolls Road, Health Science Center Level 3, Lecture Hall 5, Stony Brook, NY 11794 (Parking in Hospital Parking Lot.)
TIME:	9:00 a.m. – 3:30 p.m. (Please arrive by 8:30 a.m. for registration.)
COST:	\$15.75 Please bring your own food. Space is limited. Please register early and prepay by February 9th.

YOU MUST PRE-REGISTER FOR THIS WORKSHOP:

Online at: <https://www.cseallearningcenter.org/learncenter/wregister.cfm>

You can pay with a credit or debit card, but **ONLY** if you register online.

CSEA members may request a voucher or reimbursement from the NYS & CSEA Partnership for Education and Training for workshop payment or reimbursement.

Go to: www.nyscseapartnership.org

Call the CSEA WORK Institute at 1-866-478-5548 or (518) 782-4427.

No refunds will be given unless class is cancelled.

Can't make it on this date and time? Our online training covers all of these topics and you can do it at any time. Try a free demo at: www.cseallearningcenter.org



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READY... SET... SUCCEED!

