

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 3, 2018
LOCATION:	The College at Brockport - SUNY, 350 New Campus Drive, Liberal Arts Bldg., McCue Auditorium, Brockport, NY 14420 (Parking in Lot T.)
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 January 29 th .

YOU MUST PRE-REGISTER FOR THIS WORKSHOP:

Online at: <https://www.csealarningcenter.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.csealarningcenter.org



CSEA WORK Institute
1 Lear Jet Lane, Suite 5
Latham, NY 12110
866.478.5548

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

READY... SET... SUCCEED!

WORK
INSTITUTE