

The Organized Office Worker Online Certificate Program

An Online Learning Program for CSEA-represented NYS Employees

Supervisory approval is not required for courses taken outside the normal workday.

Application Period:

February 9, 2023 to
February 8, 2024

Courses must be completed by February 9, 2024.



Improve Your Organization Skills

Too much to do and not enough time? Many people struggle to become more productive. This online program helps busy people learn ways to gain control over their time and their priorities.



Earn a Certificate, Gain a Competitive Edge

This online program will help you identify strategies to take control of your daily schedule and projects. It's also a great way to build your knowledge and skills in the [Professionalism and Self-Management workforce development competency](#).

Participants must complete 15 courses with a 70% or higher passing score to earn a certificate. This program fulfills one of the four mandatory training requirements for the [Administrative Assistant Traineeship](#).



Register Now!

For technical support and questions,
call (800) 253-4332 or email
OnlineLearningHelp@nyscseapartnership.org