NYS Balance
Resources for Work & Life

FOR NYS EMPLOYEES

www.nysbalance.ny.gov
Username: nys • Password: balance

APRIL: SKILLS INVENTORY

Sharpening skills and developing talents

MONTHLY WEBINAR

Developing Job Skills

Thursday, April 21, 2011
12:00 p.m. - 1:00 p.m.

Strong work teams are vital to success and productivity in the workplace. Learn the aspects of successful teams, such as building trust, clarifying goals, self-assessment, problem solving, appropriate roles, and effective communication.

BE SURE TO REGISTER IN ADVANCE

Register for the webinar on the NYS-Balance website. To participate, you will need an Internet-connected PC and a phone. If the webinar is not scheduled during your break or lunch time, you can view it later online.

RESOURCES: CONSULTANTS AND WEBSITE

No matter where you work, the right tools are essential to getting the job done. Most of those tools, however, are not the kind we find in a toolbox; they are the skills we rely on for our knowledge, talents, and abilities to solve problems. That's why it's important to keep them sharp with ongoing skill development to help you work effectively and efficiently by yourself and with others. Let your NYS-Balance service assist you in locating opportunities to develop job skills, either at work or on your own. Call or log on to get started.

Additional resources are available through your NYS Employee Assistance Program (EAP). For more information about EAP and other Work-Life Services benefits, please visit www.worklife.ny.gov.

Andrew M. Cuomo, Governor,
State of New York

Gary Johnson, Director,
Governor's Office of Employee Relations

NYS-Balance is a resource and referral program offered by Work-Life Services with funding provided by the negotiated agreements between the State and CSEA, PEF, UUP, DC-37, NYSCOPBA, GSEU, and Council 82, and by the Governor's Office of Employee Relations for employees designated M/C.

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life less complicated