



SKILLS FOR SUCCESS
Spring & Summer 2026

Effective Reading Skills 1 (Online)

Online - Statewide

Requirement: Two, 2.5-hour sessions per week for six weeks. Attendance is required all days with your supervisor's approval.

This course is free and open to CSEA-represented NYS employees. Other CSEA-represented employees may enroll as space permits.

This six-week course will help you read and understand written materials. You will analyze the connection between reading and writing, including identifying main ideas and supporting details. You will also use the writing cycle to develop your own personal narrative essay.

By the end of the class, you will be able to:

- Apply six core active reading strategies to improve comprehension.
- Discuss literature elements common to all stories.
- Analyze text to determine meaning.
- Produce a personal narrative essay following the writing cycle.

Course Details

This course is online. You must have access to a computer and an Internet connection.

Thursdays & Fridays | 9:00 a.m. - 11:30 a.m.

February 26, 27; March 5, 6, 12, 13, 19, 20, 26, 27; April 2 & 3, 2026

SLMS Class Code: P_AEB_R9_6378

Enroll through the Statewide Learning Management System (SLMS) with the SLMS Class Code or use our application form on the back.



EMPLOYEE APPLICATION FORM

Please print or type

Employee Name (Please print clearly):

New York State Government Employees: Please provide your employee identification number (NYS EMPLID is 9 characters long, begins with "N," and can be found on your paystub, located to the left of "Pay Rate")

NYS EMPLID: N _____

Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees: Please provide your CSEA ID (the CSEA ID is 10 characters long and can be found on your CSEA membership ID card)

CSEA ID: _____

Job Title:

Agency:

Email Address (work):

Email Address (personal):

Negotiating Unit for NYS Government Employees (check one): 02/ASU 03/OSU 04/ISU 47/DMNA
 – OR –

CSEA-represented Employees in Local Government, School Districts, State Authorities, or Private Sector (check NS):
 NS = Non-state CSEA-represented

Best Phone Number to Reach You:

Can we text this number?

Yes

No

Please note: If you are attending classes on your official pass day, you are not required to obtain your supervisor's approval. Classes are held on my official pass day. Therefore, no supervisory approval is required.

Reasonable Accommodation: Yes, I require a reasonable accommodation to participate in this course. Please contact me for further information.

SUPERVISOR'S APPROVAL

I agree to grant the above employee the release time, without charge to leave credits, to attend the entire course.

NOTE: All Adult Education Basics courses are held in a multi-skill level classroom environment. It may benefit participants to take a course more than once or take additional courses. The Partnership will notify participants when they test out of a course.

Supervisor's Name and Job Title

Supervisor's Signature

Supervisor's Email

Supervisor's Phone Number

Date

COURSE INFORMATION

COURSE TITLE

COURSE DATES (Participants must commit to attend all classes)

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(Online)**

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TWO WAYS TO ENROLL:

1. Enroll through the Statewide Learning Management System (SLMS) with the SLMS Class Code OR
2. Enroll with this application. Fax: (518) 473-0056 OR Email: learning@nyscseapartnership.org