



SKILLS FOR SUCCESS
Fall 2025

Focus on Pronunciation: Level 1

CSEA Capital Region 4

Requirement: One day 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 class helps you improve your pronunciation and listening skills to communicate more clearly at work, on the phone, and in your community.

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

- Discriminate between and produce different vowels and consonants.
- Develop speech patterns that use syllable and word stress (intonation) to create clarity.
- Use appropriate rhythm, pacing, and connected speech to deliver information.
- Speak confidently for at least one minute in front of others.
- Engage in clear and professional conversations while at work and on the phone.
- Create a plan to address your personal pronunciation goals.

Course Details

Capital District DDSO - Schenectady
500 Balltown Road, Bldg. 3, Schenectady, 12304

Wednesdays | 9:00 a.m. - 4:30 p.m.
September 24; Oct. 1, 8, 15, 22 & 29, 2025

SLMS Class Code: P_OE_R4_6208

Enroll through the Statewide Learning Management System (SLMS) or use our application form.



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 TITLES
COURSE DATES (Participants must commit to attend all classes)
**Focus on Pronunciation:
Level 1**
Each class is 7.5 hours.
Wednesdays | 9:00 a.m. - 4:30 p.m.
September 24; Oct. 1, 8, 15, 22 & 29, 2025
SLMS Class Code: P_OE_R4_6208
TWO WAYS TO ENROLL:

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