Giving you the power to understand, communicate, and achieve

Adult Education Basics

www.nyseapartnership.org • (800) 253-4332
The Adult Education Basics (AEB) Program is designed to help CSEA-represented New York State employees improve their current knowledge, develop new skills to improve work performance, cultivate confidence, and enhance life skills. This Program is available through AEB Regional Programs, the Skills for Success catalog, and through Worksite Training Requests.

Participants receive a pre-assessment of their basic reading, writing, language, and math skills as part of a required workshop called Learning for a Lifetime. Based on the results of the assessment, they are placed into a 13-day AEB course.

**NOTE:** All AEB 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 the program.

**Eligibility**

CSEA-represented NYS employees in the Administrative Services, Operational Services, Institutional Services, or Division of Military and Naval Affairs bargaining units are eligible. Employees in other negotiating units may be considered on a space available basis. To participate in the program, employees must obtain supervisory approval and be granted release time to attend the full program without charge to leave credits. Employees attending classes on their official pass day are not required to obtain supervisory approval. Participants will receive a confirmation email two weeks before classes start.

**Time Frames**

AEB Regional Programs are held during the fall/winter (September through December) and spring (March through June) semesters. AEB Courses are also offered through the Skills for Success catalog. Worksite training requests are scheduled at the agency’s convenience.

**Program Outcomes**

Since 2011, 82% of participants in AEB programs increased their reading, math, and writing skills by one grade level in only 13 weeks! Thirty-one percent of participants increased their skills by two or more grades within the same period. The following outcomes were reported by supervisors:

- **64%** overall improvement in their employees’ job performance
- **66%** improvement in employee morale
- **67%** increase in employees’ reading comprehension
What's In It For You?

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<th>NYS Agencies and Facilities</th>
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<td>• Develop a more articulate and skilled workforce</td>
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<td>• Perform current job better</td>
<td>• Link training to organizational effectiveness</td>
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<td>• Advance educational skills</td>
<td>• Improve staff performance</td>
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<td>• Enhance quality of work life</td>
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<td>• Acquire new and useful knowledge</td>
<td>• Help employees better understand job duties and tasks</td>
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<td>• Build self-esteem and confidence</td>
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<td>• Set goals for the future</td>
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What CSEA Leaders, Supervisors, and Employees Are Saying About the AEB Program

"The Adult Education courses – math, reading, writing, focus on pronunciation, and many other Partnership courses have helped me in my growth as an employee at the State Insurance Fund and as a union activist. I would encourage other employees to take advantage of these learning opportunities available to them through the Partnership."

Delphine Moultrie, CSEA Local President, Statewide CSEA Secretary & Region 2 Education Committee Chair

"The Adult Education Basics Program is a great benefit to our CSEA members because it helps them enhance their basic reading, writing, and math skills. Employees that have taken AEB courses have shown not only improvement in their daily tasks, but also in their confidence and performance."

Wilfredo Hernandez, Spanish Language Supervisor, NYS Department of Taxation and Finance

"Having received my college degree, I would have never thought I would have needed to 'brush up' on my reading comprehension skills but I DID -- and the class and Ms. Regina were helpful and a confidence booster! Thank you Ms. Gary at the Partnership!"

Alyce Arniotes, Participant, NYS Department of Corrections and Community Supervision
Course Descriptions

**English for Speakers of Other Languages (ESOL)**
This course is for employees whose first language is not English. It covers reading, writing, speaking, listening, and other methods of communication.

**Enhance Your Skills: Reading, Writing, and Math Basics**
This course helps employees refresh their reading, writing, and math skills. Participants will practice reading to improve their understanding of written materials, recognize and apply the various styles of writing, and perform basic math calculations using decimals, fractions, and percents.

**Essentials of Writing**
This course introduces participants to the processes of creating, developing, and revising their writing based on personal experiences, observations, and reactions to a variety of reading selections. Participants share and revise their writing with assistance from their peers as well as the instructor.

**Fundamental Math Skills**
This course helps employees develop fundamental problem-solving skills through the study of basic math functions. Participants will practice this by working on decimals, fractions, and percents.

**Reading Comprehension**
This course helps employees increase their ability to comprehend and interpret a variety of written materials. Participants will discover ways to increase their vocabulary, speed, comprehension, and reading retention levels.

**Test Assessing Secondary Completion (TASC) Preparation**
This course prepares participants to take the "new" high school equivalency test. Participants will take a series of practice tests to assess their knowledge in reading, writing, mathematics, science, and social studies, while learning tips for reducing anxiety on the day of their TASC test.

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### Workforce Development Competencies Key Index

| Communication and Interpersonal Relations | Critical Thinking and Problem Solving |
| Professionalism and Self- Management | Reading and Locating Information |