

Basic Mediation Skills Training (40-Hour Course) Enrollment Form

Basic Mediation Skills Training through Ombuds Services for Staff is a 40-hour course. We encourage UNM staff to take advantage of this extraordinary opportunity to learn basic mediation skills for productive communication and collaboration. This training is free of charge to UNM staff and requires a serious time commitment (40 hours).

What past participants have said:

“I can’t thank you enough for offering this course. It is a tremendous opportunity for every employee at UNM.”

“This class has given me the tools I need to help me communicate at work.”

“Amazing. Will truly benefit me in my life.”

You enroll by completing this form with your supervisor’s approval and signature. Please return the completed and signed form to Staff Ombuds Services (via campus mail: MSC05 3140; by emailing Anne Lightsey at alight01@unm.edu, or in person: 1800 Las Lomas NE, Bldg. 29, just west of Dane Smith Hall).

Staff can enroll in any session that has been scheduled. Please check the Training tab on our web site, <http://ombudsforstaff.unm.edu> for scheduled sessions and training dates.

Enrollment Information:

Name: _____ **Training Session/Dates:** _____

Daytime Phone: _____ **E-mail Address:** _____

Department: _____ **Job Title/Grade:** _____

I understand that in order to participate in this training, I need to be present for all 40 hours.

Your signature and date: _____

Supervisor Name and Title: _____

Supervisor's Approval:

Supervisor signature and date

This enrollment confirms your commitment and your supervisor's commitment to your attendance in all classes of the 40-hour course.

We look forward to seeing you in the training. In the meantime, Ombuds Services for Staff will confirm receipt of this form and send you updates as your training date approaches. Please contact us at 277-2993 to talk about training or other services.

Thank you!