

Enrollment Form for **Crucial Conversations®**

*Online Self-Paced with
Tailored 1:1 Support and Coaching from UNM Ombuds*

WHAT: This course focuses on skills that foster open dialogue around high stakes, emotional, or risky topics. Learn how to speak persuasively, foster teamwork and make better decisions. Based on the best-selling book *Crucial Conversations®*.

This Online Self-Paced Crucial Conversations® includes:

- Online self-paced class with 1:1 coaching and support from UNM Ombuds
- Downloadable Toolkit (a reference guide to the online Crucial Conversations® content)
- Crucial Conversations® e-book
- 1:1 Ombuds coaching, support and check-ins

WHEN: You choose your Kick-off date from the options below.

- Options are from 12:00-1:00 on the following dates (choose one): March 16, April 14, May 13, June 8, July 15, Aug. 11, Sept. 14, Oct. 14, Nov. 9, Dec. 8, 2021
- Complete the course within 90 days of your kick-off

COURSE REQUIREMENTS:

1. Attend a Kick-off Session via Zoom
2. Progress at your own pace. There are 8 modules and the average person takes approximately 1-2 hours to complete a module. Complete course within 90 days.
3. When you have completed Modules 1-4, and again when you have completed Modules 5-8, schedule a 1:1 Zoom meeting with Anne Lightsey to review material, confirm understanding, have a 1:1 Q&A session, and prepare for your potential crucial conversation (+- 1.5 hours).

WHAT PARTICIPANTS ARE SAYING

- "I really love this model and will continue to use it. The coaching I received from Ombuds staff really made it all come together for me. And I really loved the videos used to illustrate principals and skills."

HOW TO REGISTER: Complete and return the registration form below.

COST: The class itself is free. To pay the \$225/person materials fee (required by VitalSmarts, the organization who developed and has the copyright on the Crucial Conversations® material) there are 2 options.

1. The department may pay the \$225 materials fee via an index number transfer, processed through Ombuds Services.
2. An individual may use tuition remission. This option is processed through UNM Continuing Education and with their administrative fee, the total, including the \$225 materials fee, is \$360. UNMCE class link: <https://continuinged.unm.edu/search/publicCourseSearchDetails.do?method=load&courseId=1016335>

Enrollment Form

FINALIZE ENROLLMENT: To finalize your enrollment, complete and return this signed form to Anne Lightsey at alight01@unm.edu Any questions, please contact Anne.

CONTACT INFORMATION

Name: _____

Daytime Phone: _____ E-mail Address: _____

Department: _____

Job Title: _____

Select one:

I am: Staff Faculty Supervising Staff Other

If other, please explain:

PAYMENT INFORMATION

Please indicate which payment method you are using

- 1) The department is paying the \$265 materials fee via an index number transfer, processed through Ombuds Services.

I give permission for Ombuds Services to charge the following department index number for the \$265 materials fee: _____.

Supervisor's Name and Title: _____

Supervisor's Signature: _____

- 2) I am using tuition remission and have registered via UNM Continuing Education.

REFUND INFORMATION

I understand that if I withdraw from the class once the materials have been purchased that the materials fee is non-refundable.

WHEN: I will attend the following Kick-off session:

AGREE TO COURSE REQUIREMENTS

Please initial that you agree to each of the following components:

1. Attend Kick-off Session via Zoom.
2. Progress at your own pace, completing a minimum of 2 modules/week.
There are 9 modules and the average person takes approximately 1 hour to complete a module.
3. When you have completed Modules 1-4, schedule a 1:1 Zoom meeting with Anne Lightsey to review material, confirm understanding, and have 1:1 Q&A session (+- 1 hour)
4. When you have completed Modules 5-8, schedule a 1:1 Zoom meeting with Anne Lightsey to review material, confirm understanding, have 1:1 Q&A session, and do final preparations for a possible real-life conversation (approximately 1-2 hours)

Your signature and date: _____

Thank you!