

## Enrollment Form for **Crucial Conversations®** Tools for Talking when the Stakes are High

**WHAT:** This 3-day workshop focuses on learning how to speak persuasively, foster teamwork and make better decisions. Learn skills to foster open dialogue around high stakes, emotional, or risky topics—at all levels. Based on the best-selling book *Crucial Conversations®*.

**WHY:** Research shows that up to 85% of high-stakes initiatives and relationships fail when we avoid discussing crucial issues.

**WHEN:** Session options (must attend all 3 days of the session)

- Oct. 8, 15, 22, 2019 (Tuesdays) from 9:00-4:00
- Dec. 3, 10, 17, 2019 (Tuesday) from 9:00-4:00
- April 16, 23, 30 2020 (Thursdays) from 9:00-4:00
- June 10, 17, 24 (Wednesday) from 9:00-4:00
- July 15, 22, 29 (Wednesday) from 9:00-4:00

**WHERE:** UNM Main Campus: Ortega Reading Room (room 335, building 79)

**COST:** The 3-day training itself is free. To pay the \$265/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 \$265 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 \$265 materials fee, is \$400. <http://ce.unm.edu/professional/business/crucial-conversations.php>

**PARKING:** Ombuds does not provide parking passes; participants may park at metered spots.

**INSTRUCTOR:** Anne Lightsey, Associate Ombuds for Staff

**QUESTIONS:** Please contact Anne Lightsey, [alight01@unm.edu](mailto:alight01@unm.edu), 277-2993

**FINALIZE ENROLLMENT:** To finalize your enrollment, return this completed and signed form to Ombuds Services via campus mail at MSC05 3140, or by e-mailing Anne Lightsey at [alight01@unm.edu](mailto:alight01@unm.edu) or in person: 1800 Las Lomas NE, Bldg. 29, just west of Dane Smith Hall.

**Crucial Conversations® Enrollment Information:**

Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Select one:

I am:                      Staff                      Faculty Supervising Staff                      Other

If other, please explain:

**In Which Crucial Conversations® Session Are You Enrolling?**

Training Dates and Times: \_\_\_\_\_

**Payment**

Please indicate which payment method you are using

- 1) The department is pay 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. Attached is my confirmation letter from UNM Continuing Education.

**Regardless of how you are paying,  
this form needs to be completed and returned.**

**Refunds:**

- I understand that if I withdraw from the class once the materials have been purchased (usually 2 weeks prior to the 1<sup>st</sup> day of class) that the materials fee is non-refundable.
- I understand that I may transfer my enrollment to a future class, if applicable, once the materials have been purchased.
- I understand that if I pay using a department index number (not tuition remission) that I may transfer the materials to another UNM employee. (Tuition remission is not transferable.)
- If I need to withdraw, I agree to let the Ombuds office know before the beginning of this class how I would like to proceed.

**Attendance:**

I understand that in order to participate in this training, I need to be present for the full 3 days of training.

I understand that if I miss an accumulated total of 30 min. or more of this training, I have forfeited the certificate of completion.

**English Proficiency**

English proficiency is required for this class.

**Your Learning Objectives**

So that we can confirm that this class is the right class to meet your needs, what are **2** things you hope to get out of this class?

Your signature and date: \_\_\_\_\_

**This enrollment confirms your commitment and your supervisor’s commitment to your attendance in the course.**

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