

Crucial Conversations for Accountability®

Information and Enrollment Form

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

WHY:

Accountability is critical to healthy relationships and organizations. As people improve in their ability to hold one another accountable, they also improve trust, efficiency, engagement, and more.

WHAT:

The course teaches nine powerful skills for resolving performance problems, strengthening trust and reliability, and eliminating inconsistency. Learn a process and skills to help people get back on track when performance falters.

Anchored on the foundations of Crucial Conversations for Mastering Dialogue®, this course focuses on skills for candidly and respectfully holding others accountable.

Course overview: <https://cruciallearning.com/crucial-conversations-for-accountability/>

COURSE INCLUDES:

- Online self-paced class (6-8 hours)
- 1:1 coaching and support from UNM Ombuds Services
- Downloadable tools
- Crucial Conversations for Accountability® e-book

WHEN:

Kick-offs are from 12:00-1:00 on the following dates for 2023 (choose one):

- June 15, Sept. 19, Dec. 14
- Complete the course within 90 days of your kick-off

COURSE REQUIREMENTS:

1. Attend a Kick-off Session via Zoom.
2. Complete the course within 90 days. Most people take 6-8 hours to complete the self-paced course.
3. 30 days after you have completed the course, schedule a 1:1 Zoom meeting with Anne Lightsey to review the material, ask questions, practice skills, and check in on how you are applying what you learned and the goals you set (+- 1.5 hours).

COST:

To pay the \$273/person materials fee (required by Crucial Learning, the organization that developed and has the copyright on the course material) there are 2 options.

1. The department may pay the \$273 materials fee via an index number transfer.
2. An individual may use tuition remission. This option is processed through UNM Continuing Education and with their administrative fee, the total, including the \$273 materials fee, is \$450. Link to register: <https://continuinged.unm.edu/course/22285>

WHAT PARTICIPANTS ARE SAYING:

"I love how this course makes harmful and limiting assumptions I have been making visible, and offers a systematic, holistic approach to understanding and addressing concerns around accountability."

HOW TO REGISTER:

Complete and return the registration form below, *regardless of whether you are using tuition remission or not.*

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:

The department is paying the \$273 materials fee via an index number transfer, processed through Ombuds Services.

I give permission to charge the following department index number for the \$273 materials fee:

Dept Index Number: _____

Supervisor's E-Signature: _____

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.

KICK-OFF SESSION

I will attend the following 12:00-1:00 kick-off session. Note, the deadline to enroll in a session is one week before the kick-off.

Thurs. June 15

Tues. Sept. 19

Thurs. Dec. 14

AGREE TO COURSE REQUIREMENTS

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

1. Attend a Kick-off Session via Zoom.
2. Complete the course within 90 days.
3. Thirty days after you have completed the course, schedule a 1:1 Zoom meeting with Anne Lightsey to review the material, ask questions, practice skills, and check in on how you are applying what you learned and the goals you set (+- 1.5 hours).

Your e-signature and date: _____

Thank you!