

Information and Enrollment Form

Crucial Conversations for Accountability® Add-On Course

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

WHO:

Graduates of Crucial Conversations for Mastering Dialogue (aka Crucial Conversations) can take this add-on course to learn additional performance management skills.

WHAT:

This course teaches a process and skills for managing performance--from coaching through behavior challenges, to helping people get back on track when performance falters.

Anchored on the foundations of holding impactful dialogue (Crucial Conversations®), 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
- 1:1 coaching and support from UNM Ombuds Services
- Downloadable Toolkit (a reference guide to the online course content)
- Crucial Conversations for Accountability® e-book

WHEN:

You choose your Kick-off date.

- Kick-off options are from 12:00-1:00 on the following dates (choose one):
- 2022: April 19; June 1; Oct. 18; 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. There are 10 modules and 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 \$180/person materials fee (required by Crucial Learning, the organization who developed and has the copyright on the course material) there are 2 options.

1. The department may pay the \$180 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 \$180 materials fee, is \$300. Link to register:
<https://continuinged.unm.edu/search/publicCourseSearchDetails.do?method=load&courseId=3340905>

WHAT PARTICIPANTS ARE SAYING:

- “I love how this course makes visible harmful and limiting assumptions I have been making, and offers a systematic, wholistic 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

- 1) The department is paying the \$180 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 \$180 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 12:00-1:00 kick-off session:

- April 19
- June 1
- Oct. 18
- 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 signature and date: _____

Thank you!