

Crucial Conversations for Mastering Dialogue® 2024

Information and Enrollment Form for 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 for Mastering Dialogue® includes:

- Online self-paced class
- Downloadable Skill Summary tool (a reference guide to the online Crucial Conversations® content)
- Crucial Conversations for Mastering Dialogue® e-book
- 1:1 coaching, support, and check-in with your UNM Ombuds

WHEN:

You choose your kick-off date.

- Kick-off options are from 12:00-1:00 on the following dates for 2024 (choose one):
February 20, April 17, June 13, September 10, December 12.
- Complete the course within 90 days.

COURSE REQUIREMENTS:

1. Attend a Kick-off Session via Zoom.
2. Progress at your own pace. Most people take 6-8 hours to complete the course.
3. When you have completed Modules 1-5, schedule a 1:1 Zoom meeting with Anne Lightsey to review material, confirm understanding and have a 1:1 Q&A session (+- 1.5 hours).

COST:

The class itself is free. To pay the \$300/person materials fee (required by Crucial Learning, the organization that developed and has the copyright on the Crucial Conversations for Mastering Dialogue® material) there are 2 options:

1. The department may pay the \$300 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 \$300 materials fee, is \$525.
Link to register: <https://continuinged.unm.edu/course/22284>

WHAT PARTICIPANTS ARE SAYING:

- "I love feeling like I have the tools to actually have a crucial conversation."
- "This training was especially helpful in helping me challenge my thought process."
- "Having to meet with an Ombuds Practitioner and speak about my issues at hand transformed this course from an "I have to do this for work" into an actually helpful dialogue and communication; personalizing the course like that made me much more attentive and engaged with the material."
- "I would recommend anybody take this course, it is helpful in all parts of daily life, including personal situations."

HOW TO REGISTER: Complete and return the registration form below, *regardless of whether you are using tuition remission.*

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 \$300 materials fee via an index number transfer.

I give permission to charge the following department index number for the \$300 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, the materials fee is non-refundable.

WHEN: I will attend the following kick-off session. Note: the deadline to register for each session is one week before the kick-off.

Tuesday, February 20

Wednesday, April 17

Thursday, June 13

Tuesday, September 10

Thursday, December 12

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. The average person takes 6-8 hours to complete the course.
3. When you have completed Modules 1-5, schedule a 1:1 Zoom meeting with Anne Lightsey to review material, confirm understanding, and have 1:1 session (+- 1.5 hours).

Your e-signature and date: _____

Thank you!