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| **DECLARATION OF COMMITMENT – CAREER PATHWAYS** |

Please complete the following:

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| **Career Pathways**  **Participant Information:** | **Supervisor’s Information:** |
| Name: | Name: |
| Title/Position: | Title/Position: |
| Department: | Department: |
| MSC Code: | MSC Code: |
| Phone:       Email Address: | Phone:       Email Address: |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (date) \_\_\_\_\_\_\_\_\_ declare my commitment to completing the Career Pathways Certificate.

1. I commit to the completion of any five courses listed below within one year from the declaration date.

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| *Organizational Effectiveness* | *Personal Effectiveness* |
| Intro to Professional Writing | Assertiveness for Better Communication |
| Creative Problem Solving | Communicate Effectively with your Supervisor |
| Customer Care …A Service You Provide | Changing Perspectives of Time Management |
| Email Correspondence | Emotional Intelligence in the Workplace |
| Treating Customers Right (Online Only) | Mastering the Art of Communication |
| Bullying in the Workplace (Online Only) | Discover Your DISC Behavior Style |
| Diversity: Skills for Collaboration (Online Only) | Seven Habits of Highly Effective People |
|  | Are You Well Aware |

1. I will actively participate in the Professional Development Series courses.

* Ask questions, contribute ideas, share experiences

1. I will use the information I learn.

* Find opportunities to practice, use information and skills in the workplace, invite feedback

1. I have informed my supervisor of my commitment to complete the Professional Development Series program.

We have agreed on the following goals related to the program:



**Return form to:**

**Employee and Organizational Development**

**John & June Perovich Business Center**

**MSC01 1222**

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**Phone: 277-1555**

**Email: eod.unm.edu**

**Attention: Professional Development Series**