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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.

|  |  |
| --- | --- |
| *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:

1.
2.

**Return form to:**

**Employee and Organizational Development**

**John & June Perovich Business Center**

**MSC01 1222**

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**Attention: Professional Development Series**