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| **STATEMENT OF COMPLETION – CAREER PATHWAYS** |

**Participant Information**

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

**Certification Information**

I,      have completed the following courses that meet the requirements for completion of the Career Pathways Program.

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| **Indicate which five courses you have completed below:**  |
| *Organizational Effectiveness* | *Personal Effectiveness* |
| [ ]  Intro to Professional Writing | [ ]  Assertiveness for Better Communication |
| [ ]  Creative Problem Solving | [ ]  Mastering the Art of Communication |
| [ ]  Customer Care… A Service YOU Provide | [ ]  Changing Perspectives of Time Management |
| [ ]  Teamwork (all classes) | [ ]  Emotional Intelligence in the Workplace |
| [ ]  Treating Customers Right | [ ]  Communicate Effectively with your Supervisor  |
| [ ]  Email Correspondence | [ ]  Are You Well Aware |
| [ ]  Bullying in the Workplace | [ ]  Seven Habits of Highly Effective People |
| [ ]  Diversity: Skills for Collaboration | [ ]  Discover Your DiSC Behavioral Style  |
|  | [ ]  Building Bridges Across Generations at Work |
|  |   |
| Indicate you have completed UNM required training |  |
| [ ]  All UNM required training (Safety, etc.) |  |

**Essay Assignment:** Please write your essay, not to exceed one page in length, responding to the following questions (submit your essay with this form):

1. How did the classes you took meet the goals you set for yourself when you started the program?
2. What did you learn in the classes you took that you have applied to your job and/or life?

Participant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return form to:**

**Employee and Organizational Development**

**John & June Perovich Business Center**

**MSC01 1222**

**Fax: 277-1636**

**Phone: 277-1555**

**Email: eod.unm.edu**

**Attention: Professional Development Series**