

Why Workplace Interpersonal Effectiveness?

- The workplace environment is becoming more and more diverse, requiring greater understanding of basic human behavior and interaction.
- Bosses at all levels report valuing employees who “play well” with others and who understand how to get along with a diverse group of coworkers.
- In times of economic uncertainty, employers will be more likely to retain those employees who contribute the most to workplace cooperation and productivity.
- Rapidly changing technology will require workers to continually upgrade their “hard” skills, but “soft” skills will never go out of style.

Workplace Interpersonal Effectiveness



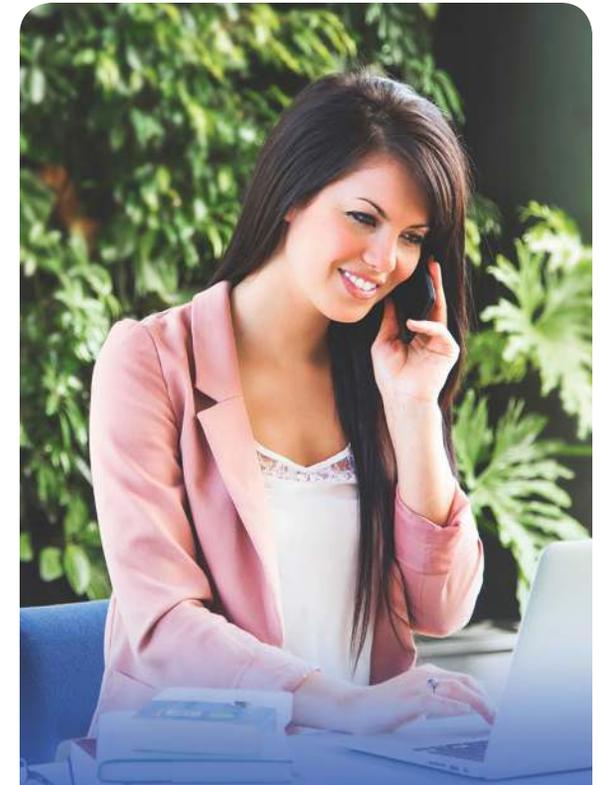
The Community University

**WORKPLACE
INTERPERSONAL
EFFECTIVENESS**

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Program Overview

The Workplace Interpersonal Effectiveness Certificate of Completion prepares the graduate to compete more successfully in any workplace environment where individuals must interact professionally with bosses, subordinates, contemporaries, or customers.

This unique blend of course requirements creates a foundation of interpersonal “soft” skills on which any employer may build, to increase the cooperation, productivity, and efficiency of any work environment.

Additionally, several of the required courses for this certificate are applicable to a wide range of associate and bachelor degrees and will increase the opportunities for acceptance into those higher level degree programs. Students should consult catalogs and advisors at other institutions to ensure the transferability of any and all courses completed at ENMU-Roswell.

Completion Options

Students will complete a three semester, 40 credit hour program to meet the requirements for this Certificate of Completion.

See the current catalog for the complete and current certificate requirements and degree plan. Course availability varies each semester.

BUS	151	Introduction to Business.....	3
CIT	151	Basic Computer Skills II.....	3
CIT	210	Employability Skills & Customer Service..	3
COMM	101	Interpersonal Communication.....	3
COMM	202	Dynamics of Group Behavior.....	3
EMS	102	Basic Emergency Care.....	1
ENG	102	English Composition.....	3
ENTR	101	Entrepreneurial Mindset.....	3
FIN	287	Personal Finance.....	3
HIST	122	Survey of Western Civilization II.....	3
HPE	207	Stress Management.....	3
HS	110	Principles of Interviewing.....	3
PSY	101	Introduction to Psychology.....	3
SOC	101	Introductory Sociology.....	3



Career Outlook

Conversations with CEOs and managers, as well as much scientific research, indicate that interpersonal effectiveness, and the “soft” skills on which that is built, are both highly valued and in relative short supply. Research conducted jointly by Bloomberg.com and American Express “found that over 60 percent of managers agree that soft skills are the most important when evaluating an employee’s performance, followed by 32 percent citing hard skills...” (www.bloomberg.com/news/articles/2013-09-04/the-soft-skills-managers-want)



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