



Four C's Training (SD 415) ----- 2014 spring semester

The Four C's is Student Affairs conceptual model used to pursue our path of achieving Excellence in Service and Programming. All **new staff** are required to attend the True Colors workshop to understand the division's common language and then attend the Four C's workshop to learn our vision, mission, core values and how to collaborate, connect, communicate, and create to achieve excellence. **Employees should coordinate their class attendance schedule with their supervisor and register to attend one of the following Four C's Training classes listed below at the MyTraining website <http://mytraining.utsa.edu>. Attendance at the training is mandatory.** (NOTE: Completion of a True Colors Class is required before an employee can sign up for a Four C's Class.) . Please contact B.J. Gola @ ext. 7370 or bj.gola@utsa.edu if you have any questions.

Registration Cliff Notes ----

1. Go to <http://mytraining.utsa.edu>
2. Select "**Classroom Training**"
3. Select "**Search, Enroll, and Withdraw**"
4. Under "Select Category", **Select "SD"** and a list of classes will appear.
5. Under "Course Number", find the "**SD0415**" session (date and time) you want to attend and then double click on it
6. Select "**Enroll**"
7. Enter your "**MyUTSA ID**" and "**passphrase**" and click "**log in**"

Four C's STAFF Training (SD 415)

April 8, 2014 (Tuesday)

or

April 17, 2014 (Thursday)

1:00 – 4:00

9:00 – 12:00 noon

Harris Room/HUC 2.212

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NOTE: Employees must bring their UTSA ID card to class so they can sign in via card swipe in order to receive credit in MyTraining for the class