



True Colors®

True Colors for **STAFF** ----- SD 410

*Experience True Colors during the **2014 spring semester**.....*

Haven't Yet Attended a Student Affairs True Colors Introductory Session – Keys to Personal Success?

This is your invitation and notification to register for the mandatory Student Affairs STAFF True Colors Training. **Employees should coordinate their class attendance schedule with their supervisor and register to attend one of the True Colors STAFF Training classes listed below at the MyTraining website <http://mytraining.utsa.edu>. Attendance at the training is mandatory.** Completion of a True Colors STAFF Training Class is required before an employee can attend a Four C's Training 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 **"SD0410"** 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"**

True Colors STAFF Training (SD 410)

March 6, 2014 (Thursday)

1:00 PM – 4:00 PM

Bexar Room/HUC 1.102

or

True Colors STAFF Training (SD 410)

March 25, 2014 (Tuesday)

9:00 AM – 12:00 noon

Bexar Room/HUC 1.102

True Colors® is a simple model of personality identification utilizing the colors of orange, green, blue and gold to differentiate four basic personality types. Check out <http://utsa.edu/students/staff/development.html#truecolors> for more information.

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.

SUPERVISORS – Please note:

1. If there are any staff in your department that have not attended True Colors STAFF Training, we ask your assistance in registering them to attend one of these training sessions.
2. Since the Housing & Res. Life employees are not on our email distribution list, please share this communication with them.