



## Four C's/REACH Integrated Training for Staff (SD 371)

Student Affairs has developed a new two part training to help guide staff in our division's mission. The first will assist Student Affairs professionals on how to obtain excellence in service and programming through Four C's – collaborate, connect, communicate, and create. The second part, REACH, will guide us in putting Four C's consistently into action so as to provide excellence in programs and services for our students. This integrated session will focus on each Student Affairs professional's role as an educator with primary emphasis on student learning.

### Who Must Attend the Four C's/REACH Integrated Training?

- Mandatory for new full-time and part-time Division staff who have attended the True Colors Staff Training (SD 410).

### When/Where/What to Bring to Class?

- April 7, 2016 (Thursday) – 9:00 to 12:00 (HUC Harris Room/HUC 2.212)
- April 12, 2016 (Tuesday) – 1:00 to 4:00 (HUC Harris Room/HUC 2.212)
- Bring your UTSA ID card to class to sign in via card swipe for credit

### Where do I register?

- Register through the **MyTraining website** <http://training.utsa.edu>
- Select **“Classroom Training”**
- Select **“Enroll In to Classroom Training”**
- Select **“Search, Enroll, and Withdraw”**
- Under “Select Category”, **Select “SD”** and a list of classes will appear
- Under “Course Number”, find the **“SD0371”** session (date and time) you want to attend and then double click on it
- Select **“Enroll”**
- Enter your **“MyUTSA ID”** and **“passphrase”** and click **“log in”**
- Please coordinate scheduling your class date and time with your supervisor
- Registration questions? Contact Jan McKinney at (210) 458-7818 or [jan.mckinney@utsa.edu](mailto:jan.mckinney@utsa.edu)

### Who is teaching?

- 7 Division staff members have been trained as Instructors
- One to two instructors will lead each session



# REACH



**Thank You for Your Investment in Our Team**