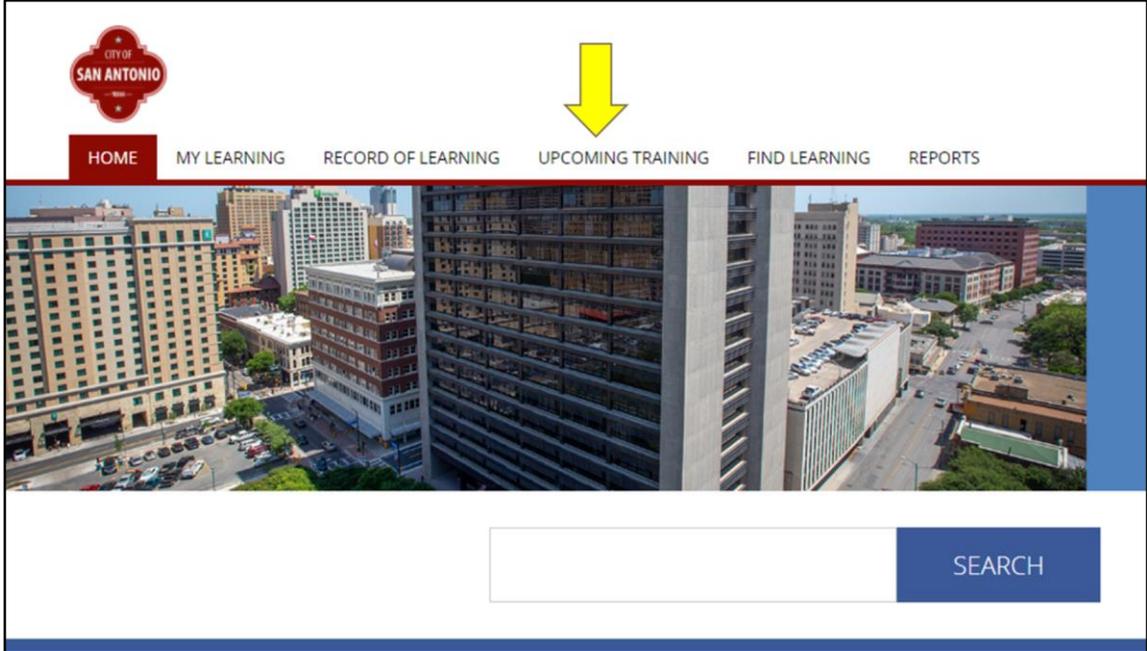
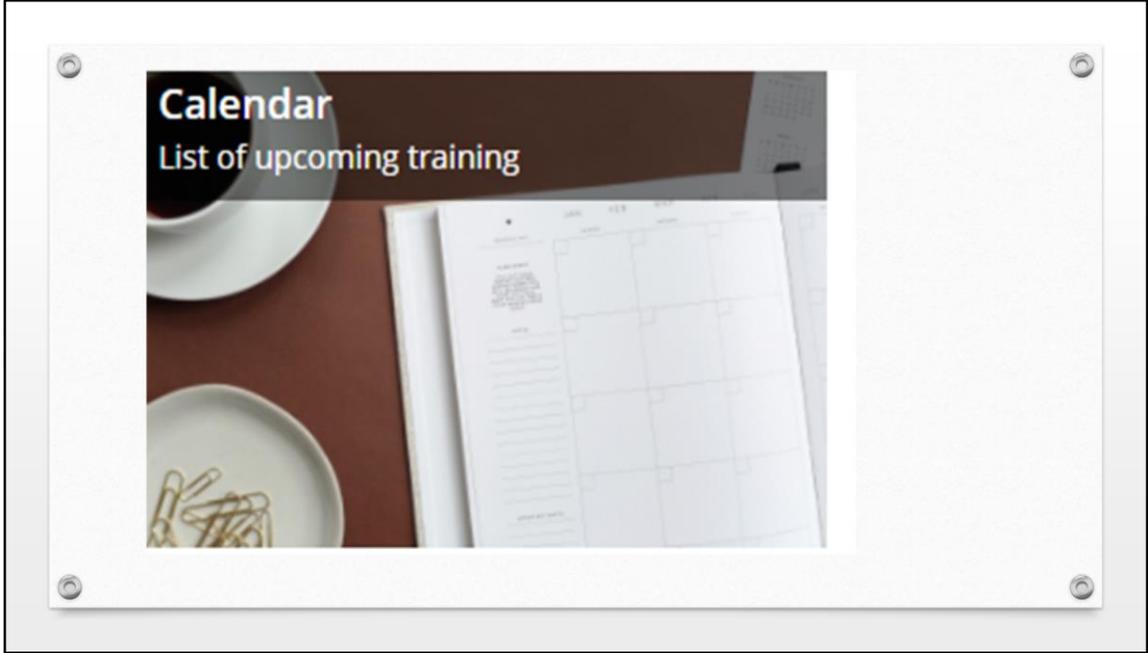


Access Moodle at www.learning.sanantonio.gov



Click on upcoming training link on Home Page to view upcoming Seminars that are being offered.



From the Home Page you can also access seminar sessions by clicking on the calendar learning block icon.

UPCOMING TRAINING

- NEO Online Training August 2020
New Employee Orientation Online Training
August 2020
August 4, 2020, 8:00 AM - 12:00 PM (time zone: America/Chicago)
[SIGN-UP](#)
- OCE Online Training August 2020
Owning the Customer Experience Online
Training August 2020
August 5, 2020, 8:00 AM - 12:00 PM (time zone: America/Chicago)
[SIGN-UP](#)
- Seminar September 16 & 18 2020 Intro to Business Writing Grammar Focus ONLINE
September 16 & 18 2020 Intro to Business Writing Grammar Focus ONLINE
September 16, 2020, 8:00 AM - 5:00 PM (time zone: America/Chicago)
- Seminar September 22 & 23 2020 Personal Development I & II ONLINE
September 22 & 23 2020 Personal Development I & II ONLINE
September 22, 2020, 8:00 AM - 5:00 PM

Upcoming Training will also be shown in courses, Home Page, and other learner pages in Moodle for a quicker way to register for a seminar session.

Calendar

Upcoming events for:

[NEW EVENT](#)

July 22 2020 Interpersonal Skills ONLINE Seminar

July 22, 2020, 8:00 AM - 5:00 PM (time zone: America/Chicago)
 July 22 2020 Interpersonal Skills ONLINE

Event date/time
 July 22, 2020, 8:00 AM - 5:00 PM America/Chicago

Duration
 9 hours

Room
 ONLINE, ONLINE
 (Room details)

This class will be online. Approximately a week prior to the class start, ACCD will send you an email with the ZOOM details.

Details

EVENTS KEY

- Hide global events
- Hide course events
- Hide group events
- Hide user events

MONTHLY VIEW

June 2020

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2020

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

After clicking on Upcoming Training Link from the Home Page. Next you will see the calendar list of upcoming seminar events (upcoming training) being offered. You can also view this by hovering over the dates.

Details

Course Description

Course Summary: Interpersonal Skills

We've all met that dynamic, charismatic person that just has a way with others, and has a way of being remembered. This course will help participants work towards being that unforgettable person by providing communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations. They will also identify the skills needed in starting a conversation, moving a conversation along, and progressing to higher levels of conversation

By the end of this training, participants should be able to:

- Understand the difference between hearing and listening
- Learn ways to improve the verbal skills of asking questions and communicating with power.
- Understand what is 'non-verbal communication' and how it can enhance interpersonal relationships.
- Identify the skills needed in starting a conversation.
- Identify ways of creating a powerful introduction, remembering names, and managing situations when you've forgotten someone's name.
- Understand how seeing the other side can improve skills in influencing other people.
- Understand how the use of facts and emotions can help bring people to your side.
- Identify ways of sharing one's opinions constructively.

[Go to this Seminar event](#)

Mo	Tu	We	Th	Fr	Sa	Su
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
August 2020						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

The course description will provide an overview of the course and the objectives to ensure that this meets your training needs. Click on Seminar event to register.

Sign-up for July 22 2020 Interpersonal Skills ONLINE Seminar

Event date/time

July 22, 2020, 8:00 AM - 5:00 PM America/Chicago

Duration

9 hours

Room

ONLINE, ONLINE

(Room details)

This class will be online. Approximately a week prior to the class start, ACCD will send you an email with the ZOOM details.

Maximum bookings

24 (enable waitlist)

Details

Course Description

Course Summary: Interpersonal Skills

We've all met that dynamic, charismatic person that just has a way with others, and has a way of being remembered. This course will help participants work towards being that unforgettable person by providing communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations. They will also identify the skills needed in starting a conversation, moving a conversation along, and progressing to higher levels of conversation

By the end of this training, participants should be able to:

This is an example of what you will see in regards to Seminar Information of Course.

Requests for session organiser

Receive confirmation by* 





[Go back](#)



Click Sign Up

NEW EMPLOYEE ORIENTATION ONLINE TRAINING AUGUST 2020

- Participants
- Badges
- Welcome
- Introduction
- Class Content

Course administration

- Unenroll me from NewEmployeeOrientationOnlineTrainingAugust2020

WELCOME INTRODUCTION CLASS CONTENT TRAINER'S TOOLBOX

Welcome to New Employee Orientation

We're pleased you've decided to join us for this training experience.

To satisfactorily complete the course, you will complete the four activities shown in the four tabs to the left.

Some exercises, such as viewing the Course Location Map block, will be completed before you attend the course.

The post-training evaluation and completion certificate exercises will be completed 3 business days after the course ends.

Your progress

Announcements

UPCOMING EVENTS

- NEO Online Training August 2020 Saturday, August 1, 9:00 AM » 11:00 AM **BOOKED**
- NEO Online Training August 2020 August 1, 2020, 9:00 AM - 11:00 AM (time zone: America/Chicago) **BOOKED**

Go to calendar...
New event...

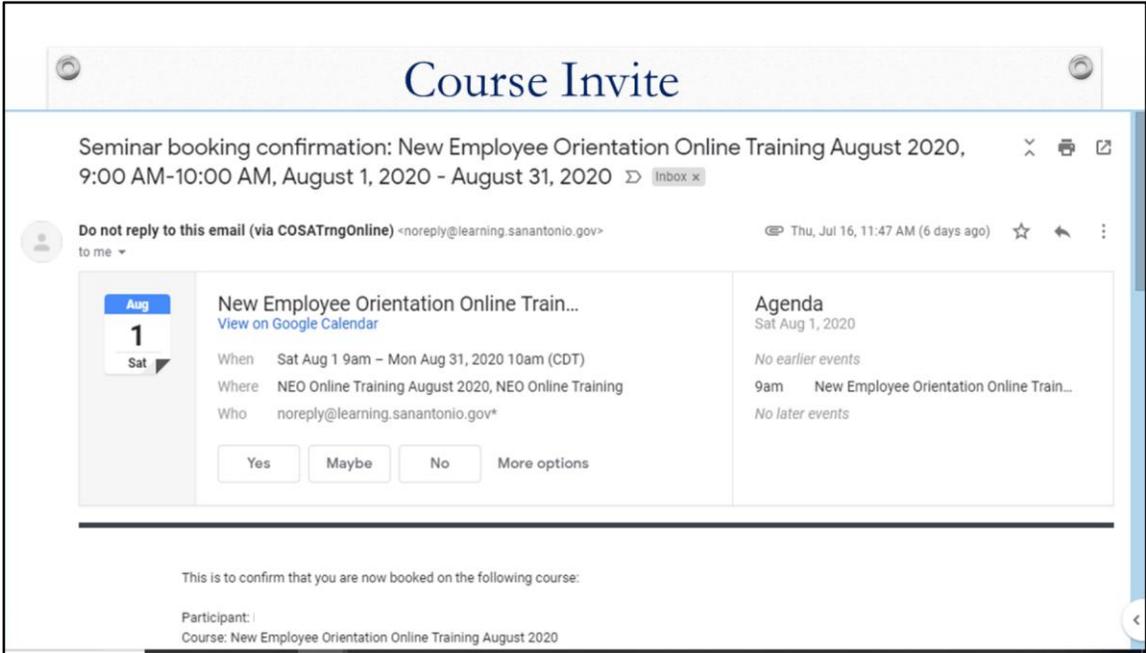
RECENT ACTIVITY

Activity since Tuesday, July 21, 2020, 10:30 AM
Go to full activity report

Course updates:

Updated Seminar
New Employee Orientation Online

Once you sign up. You are now enrolled in the course.
Review course layout and Welcome Page.



You will receive a calendar invite once you sign up for the Seminar Session.

Course Invite

This is to confirm that you are now booked on the following course:

Participant

Course: New Employee Orientation Online Training August 2020

Seminar: New Employee Orientation Online Training August 2020

Date(s) and location(s):

August 1, 2020, 9:00 AM - August 31, 2020, 10:00 AM America/Chicago

Duration: 30 days 1 hour

Room: NEO Online Training August 2020

Building: NEO Online Training

Location:

https://learning_sanantonio.gov/mod/faceoface/reports/rooms.php?roomid=13

Please arrive ten minutes before the course starts

To re-schedule or cancel your booking

To re-schedule your booking you need to cancel this booking and then re-book a new event. To cancel your booking, return to the site, then to the page for this course, and then select 'cancel' from the booking information screen.

Calendar Invite Additional Information

TRAINING AUGUST 2020

- Participants
- Badges
- Welcome
 - Announcements
 - New Employee Orientation Online Training August 2020
 - Introduction
 - Class Content
- Course administration
 - Unenroll me from NewEmployeeOrientationOnlineTrainingAugust2020

WELCOME INTRODUCTION CLASS CONTENT TRAINER'S TOOLBOX

Welcome to New Employee Orientation

We're pleased you've decided to join us for this training experience.

To satisfactorily complete the course, you will complete the four activities shown in the four tabs to the left.

Some exercises, such as viewing the Course Location Map block, will be completed before you attend the course.

The post-training evaluation and completion certificate exercises will be completed 3 business days after the course ends.

Announcements

New Employee Orientation Online Training August 2020

Your progress

Date	Time and Time Zone	Room	Seats available	Status	Options
August 1, 2020	9:00 AM - 11:00 AM America/Chicago	NEO Online Training August 2020, NEO Online Training	49	Booked	More info Cancel

NEO Online Training August 2020
Saturday, August 1, 9:00 AM » 11:00 AM **BOOKED**

NEO Online Training August 2020
August 1, 2020, 9:00 AM - 11:00 AM
(time zone: America/Chicago) **BOOKED**

Go to calendar...
New event...

RECENT ACTIVITY

Activity since Tuesday, July 21, 2020, 10:36 AM
Go to full activity report

Click Cancel if you aren't able to attend.

New Employee Orientation Online Training August 2020

In event you need to cancel. Click Cancel.

NEW EMPLOYEE ORIENTATION ONLINE TRAINING AUGUST 2020

- Participants
- Badges
- Welcome
 - Announcements
 - New Employee Orientation Online Training August 2020
 - Introduction
 - Class Content
- Course administration

Cancel booking for New Employee Orientation Online Training August 2020

Event date/time
August 1, 2020, 9:00 AM - 11:00 AM America/Chicago

Duration
2 hours

Room
NEO Online Training August 2020, NEO Online Training
(Room details)
This is an online class only.

Seats available
49

Cancel booking

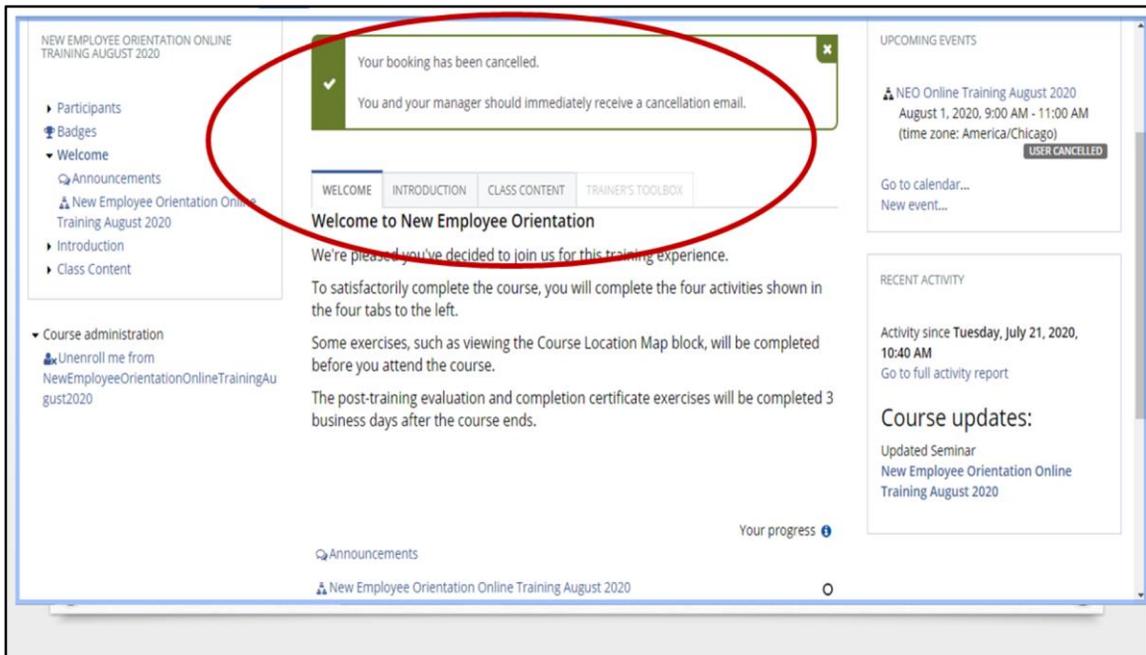
Are you sure you want to cancel your booking to this event?

Cancellation note

Enter in reason for cancelling

YES NO

Provide reason for cancelling. Click Yes.



Confirmation that your booking has been cancelled.

Seminar Cancellation

Jun
11
Thu

June 11 2020 Interpersonal Skills ONL...

[View on Google Calendar](#)

When Thu Jun 11, 2020 8am - 5pm (CDT)

Where Online

Who noreply@learning.sanantonio.gov*

This is to advise that your booking on the following course has been cancelled:

BOOKING CANCELLED

Participant:

Course: June 11 2020 Interpersonal Skills ONLINE

Seminar: June 11 2020 Interpersonal Skills ONLINE Seminar

Date(s) and location(s):

June 11, 2020, 8:00 AM - June 11, 2020, 5:00 PM America/Chicago

Duration: 9 hours

Room: Online

Cancellation email.