



Presents

Supervisor's Toolkit

The Nuts & Bolts of Facilities Supervision

Hosted by New Mexico State University

February 27 – March 1, 2012

- Including:**
1. Supervision, What Is It?
 2. It's More Than Administrivia
 3. Communication, Let's Talk
 4. If It Weren't For The People...
 5. Motivation & Performance
 6. Customer Service Triangle
 7. Leadership Tools for Success

Presented by: Lindsay Wagner, Northern Arizona University
Viron Lynch, Weber State University
Glen Haubold, New Mexico State University

When: February 27 - March 1, 2012
Program begins at 8:00 a.m. on Monday, February 27, 2012
Program ends at 3:00 p.m. on Thursday, March 1, 2012

Where: **Las Cruces, New Mexico** **Please reserve your room now!**
NMSU Golf and Conference Center For a list of area hotels please contact:
3000 Herb Wimberly Drive
Las Cruces, NM 88011
(575) 646-3219
<http://www.nmsugolf.com>
Melissa Fernandez
melifern@nmsu.edu
(575) 646-2101

Program Cost: \$350RMA member (per person)
\$450Non-member*

****Join RMA now and receive a member discount!***

To join, contact Kyle Williams at williamsk@byui.edu or (208) 496-2520

Price includes: Training, materials and lunches on Monday, Tuesday, Wednesday, and Thursday
Registration is limited to the first 35 people

PLEASE REGISTER BY JANUARY 20, 2012
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or mail to: Melissa Fernandez
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