

**APPA Supervisor's Toolkit**  
**University Of North Carolina at Chapel Hill**  
**Chapel Hill, North Carolina**  
**Training Session Announcement**

SRAPPA is sponsoring a Supervisor's Toolkit training session at the University of North Carolina in Chapel Hill, North Carolina from December 12-16, 2022.

The tuition for this five-day training course is \$499 per person (see schedule below). Travel, per diem, etc. are not covered by the registration fee.

Registration is available through APPA starting October 24, 2022 and ending December 5, 2022. Link <https://www.appa.org/login>. If you encounter any problems registering, please contact Billie Zidek at [Billie@appa.org](mailto:Billie@appa.org).

Checks and credit cards will be accepted. Please send checks made out to SRAPPA to c/o Dave Maharrey, Mississippi State University, P.O. Box 5028, Mississippi State, MS 39762. ([dmaharrey@physplant.msstate.edu](mailto:dmaharrey@physplant.msstate.edu)). The class will be limited to the first 40, so register early!

APPA will refund the full cost of registration for cancellations received before November 4, 2022. Cancellation requests received after November 4, 2022, but before November 25, 2022 will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after November 25, 2022. APPA is not responsible for any travel or lodging charges incurred.

Classes will be held at The Friday Center, located on the University of North Carolina campus. The link for the campus map of the University of North Carolina is:

<https://maps.unc.edu>

**DECEMBER 12-16, 2022**

**COURSE AGENDA**

*(Please note all times are Eastern Time)*

**Monday (December 12<sup>th</sup>)**

8:00am – 10:00am	<b>Module 1: Supervision - What Is It?</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 1: Continued</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 2: It's More Than Administrivia</b>
3:00pm – 3:15pm	<b>Break</b>
3:15pm – 5:00pm	<b>Module 2: Continued</b>

### Tuesday (December 13<sup>th</sup>)

8:00am – 10:00am	<b>Module 3: Communication - Let's Talk!</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 3: Continued</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 3: Continued</b>
2:45pm – 3:00pm	<b>Break</b>
3:00pm – 5:00pm	<b>Module 3: Continued</b>

### Wednesday (December 14<sup>th</sup>)

8:00am – 10:00am	<b>Module 4: If it Weren't for the People</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 4: Continued</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 4: Continued</b>
2:45pm – 3:00pm	<b>Break</b>
3:00pm – 4:30pm	<b>Module 5: Motivation and Performance</b>
4:30pm – 5:00pm	<i>Tour of Campus Facilities</i>

### Thursday (December 15<sup>th</sup>)

8:00am – 10:00am	<b>Module 5: Motivation and Performance (continued)</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 6: Customer Service Triangle</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 6: Continued</b>
2:45pm – 3:00pm	<b>Break</b>
3:00pm – 5:00pm	<b>Module 6: Continued</b>

### Friday (December 16<sup>th</sup>)

8:00am – 10:00am	<b>Module 7: Leadership – Tools for Success</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 7: Continued</b>
12:00noon – 1pm	<b>Certificate Ceremony</b>

### Lodging Information

Lodging near the University of North Carolina at Chapel Hill campus:

[https://nsfp.unc.edu/families/local\\_hotels](https://nsfp.unc.edu/families/local_hotels)

***Future Offerings for 2022-2023:*** Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact Andy Maddox at Vanderbilt University at (205) 617-6635 or at [andy.maddox@vanderbilt.edu](mailto:andy.maddox@vanderbilt.edu).