

APPA Supervisor's Toolkit
University of Richmond
Richmond, Virginia
Training Session Announcement

SRAPPA is sponsoring a Supervisor's Toolkit training session at the University of Richmond in Richmond, Virginia from March 6 – 10, 2023.

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 December 14, 2022 and ending February 24, 2023. Link <https://www.appa.org/login> . If you encounter any problems registering, please contact Billie Zidek at 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). The class will be limited to the first 40, so register early!

APPA will refund the full cost of registration for cancellations received before January 27, 2023. Cancellation requests received after January 27, 2023, but before February 17, 2023 will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after February 17, 2023. APPA is not responsible for any travel or lodging charges incurred.

Classes will be held at the Westhampton Room at the Heilman Dining Center, located on the University of Richmond campus. The link for the campus map of the University of Richmond is:

<https://www.richmond.edu/visit/maps/print/campus.pdf>

MARCH 6 – 10, 2023

COURSE AGENDA

(Please note all times are Eastern Time)

Monday (March 6th)

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

Tuesday (March 7th)

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

Wednesday (March 8th)

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

Thursday (March 9th)

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

Friday (March 10th)

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

Lodging Information

For information on accommodations near campus, go to:

<http://www.richmond.edu/visit/accommodations.html>. Many hotels offer University of Richmond discount rates.

Future Offerings for 2023: Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact Andy Maddox at andy.maddox@health.southalabama.edu or at (205) 617-6635.