

APPA Supervisor's Toolkit
Clemson University
Clemson, South Carolina
Training Session Announcement

SRAPPA is sponsoring a Supervisor's Toolkit training session at the Clemson University, Clemson, SC from March 20 – 24, 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 February 15, 2023 and ending March 1, 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 February 28, 2023. Cancellation requests received after February 28, 2023, but before March 7, 2023, will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after March 7, 2023. APPA is not responsible for any travel or lodging charges incurred.

Classes will be held at the University Facilities Center, Building A, Room A-252, located on the Clemson University campus: 280 Seneca Creek Road, Seneca, SC 29678.

MARCH 20 – 24, 2023

COURSE AGENDA

(Please note all times are Eastern Time)

Monday (March 20th)

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 21st)

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 22nd)

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 23rd)

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 24th)

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

Lodging recommendation is Tru by Hilton Seneca Clemson
<https://www.hilton.com/en/hotels/cltclru-tru-seneca-clemson/>

Future Offerings for 2023: Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact Victor Panchuk at victorpanchuk@westminster.net or at (404) 788-2465.