

SRAPPA is sponsoring a four-day Supervisor's Toolkit training session at the Austin Peay State University, Clarksville, TN from April 3<sup>rd</sup> – April 6<sup>th</sup>, 2023.

### **Tuition and Other Costs**

Tuition is \$499 per person.

Travel, hotel, per diem, etc. are not covered by the registration fee.

Checks and credit cards will be accepted. Credit card payment through APPA website.

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)

### **Registration**

Registration through APPA website: [click for link](#), March 9, through March 20, 2023.

Class will be limited to the first 40 registrations, so register early!

Help with registration: Billie Zidek at [Billie@appa.org](mailto:Billie@appa.org)

### **Refunds**

Full cost refund: cancellation received on or prior to March 3<sup>rd</sup>, 2023.

Refund less 25% admin fee: cancellation received after March 3<sup>rd</sup>, 2023, but before March 25<sup>th</sup>, 2023.

No Refunds: for cancellation received on or after March 25<sup>th</sup>, 2023.

### **Travel & Location**

Classes will be held on the Austin Peay State University campus: exact building and room number will be provided the week prior to the start date.

Several [hotel options](#) are available within a 15-minute drive.

### **How to schedule future Supervisor's Toolkit on your campus**

Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact

Victor Panchuk

[victorpanchuk@westminster.net](mailto:victorpanchuk@westminster.net)

(404) 788-2465

**Supervisor's Toolkit Schedule**

<b>Monday</b>		<b>Tuesday</b>	
8:00 - 10:00 a.m.	Module 1: Intro - Organizing Fact or Fiction Exercise	Module 3: You as the Sender - Words & Meaning	
10:00 - 10:15 a.m.	Break	Break	
10:15 - 12:00 p.m.	Module 1: Decision Making - Tool Time	Module 3: Designing the Message - Email	
12:00 - 12:30 p.m.	Lunch	Lunch	
12:30 - 2:30 p.m.	Module 2: Intro - You Were There	Module 3: You as the Receiver - Managing Up	
2:30 - 2:45 p.m.	Break	Break	
2:45 - 5:00 p.m.	Module 2: Safety - Why Bother	Module 4: Supervisor Tips - Diversity Wheel	
<b>Wednesday</b>		<b>Thursday</b>	
8:00 - 10:00 a.m.	Module 4: Diversity/Inclusion - Tool Time	Module 6: Intro - What's Your Role	
10:00 - 10:15 a.m.	Break	Break	
10:15 - 12:00 p.m.	Module 5: Intro - Possible Rewards Discussion	Module 6: Leadership - Leadership is More than Management	
12:00 - 12:30 p.m.	Lunch	Lunch	
12:30 - 2:30 p.m.	Module 5: Training Employees - Performance vs Habits	Module 7: Leadership Types - Tool Time	
2:30 - 2:45 p.m.	Break	Break	
2:45 - 5:00 p.m.	Module 5: The Practical Coach - Tool Time	Module 7: Mapping Leadership Exercise - Graduation	