

SRAPPA is sponsoring a five-day Supervisor's Toolkit training session at the Appalachian State University, Boone, NC from June 5<sup>th</sup> – June 9<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, 4463 Oktoc Road, Starkville, MS 39759

[dave.maharrey@live.com](mailto:dave.maharrey@live.com)

### **Registration**

Registration through APPA website: [click for link](#), April 6<sup>th</sup>, 2023 through May 22<sup>nd</sup>, 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 May 1<sup>st</sup>, 2023.

Refund less 25% admin fee: cancellation received after May 1<sup>st</sup>, 2023, but before May 15<sup>th</sup>, 2023.

No Refunds: for cancellation received on or after May 15<sup>th</sup>, 2023.

### **Travel & Location**

Classes will be held at the **Leon Levine Hall of Health and Sciences, Room 258**, located on the Appalachian State University campus: **1179 State Farm Road; Boone, N.C. 28607.**

[Link](#) to campus map.

Lodging recommendation are: [Holiday Inn Express Boone](#), [Fairfield Inn & Suites Boone \(Marriott\)](#), [TownePlace Suites Boone \(Marriott\)](#).

### **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

#### Monday

8:00 - 10:00 a.m. Module 1: Supervision - What Is It?  
10:00 - 10:15 a.m. Break  
10:15 - 12:00 p.m. Module 1: Continued  
12:00 - 1:00 p.m. Lunch  
1:00 - 2:45 p.m. Module 2: It's More Than Administrivia  
2:45 - 3:00 p.m. Break  
3:00 - 5:00 p.m. Module 2: Continued

#### Tuesday

Module 3: Communication - Let's Talk  
Break  
Module 3: Continued  
Lunch  
Module 3: Continued  
Break  
Module 3: Continued

#### Wednesday

8:00 - 10:00 a.m. Module 4: If it Weren't for the People  
10:00 - 10:15 a.m. Break  
10:15 - 12:00 p.m. Module 4: Continued  
12:00 - 1:00 p.m. Lunch  
1:00 - 2:45 p.m. Module 4: Continued  
2:45 - 3:00 p.m. Break  
3:00 - 5:00 p.m. Module 5: Motivation & Performance\*  
\*Tour of Campus Facilities last 30 min

#### Thursday

Module 5: Continued  
Break  
Module 6: Customer Service Triangle  
Lunch  
Module 6: Continued  
Break  
Module 6: Continued

#### Friday

8:00 - 10:00 a.m. Module 7: Leadership - Tools for Success  
10:00 - 10:15 a.m. Break  
10:15 - 12:00 p.m. Module 7: Continued  
12:00 - 1:00 p.m. Certificate Ceremony & Lunch