

SRAPPA is sponsoring a three-day (3-day) Supervisor's Toolkit training session at the Westminster Schools, Atlanta, GA from December 19<sup>th</sup> – December 21<sup>st</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](#), September 8<sup>th</sup> through December 1<sup>st</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 November 10<sup>th</sup>, 2023.

Refund less 25% admin fee: cancellation received after November 10<sup>th</sup>, but before November 29<sup>th</sup>, 2023.

No Refunds: for cancellation received on or after November 30<sup>th</sup>, 2023.

### **Travel & Location**

Classes will be held in the Blake Hall of Barge Commons building, located on the Westminster Schools campus: 1424 West Paces Ferry Rd NW, Atlanta, GA 30327. Free parking is available at the campus Parking Deck.

Lodging recommendation is [Hotel Indigo Atlanta – Vinings](#) or other hotels in Vinings, an unincorporated part of Cobb County, Northwest of Atlanta inside the I-285 perimeter loop (adjacent to Buckhead neighborhood of the City of Atlanta).

### **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>Day 1</b>		<b>Day 2</b>
8:00 - 10:00 a.m.	Module 1: Supervision, What Is It?	Module 3: Communication, Let's Talk (continued)
10:00 - 10:15 a.m.	Break	Break
10:15 - 12:00 p.m.	Module 1: Supervision, What Is It? (continued)	Module 3: Communication, Let's Talk (continued)
12:00 - 12:30 p.m.	Lunch	Lunch
12:30 - 2:30 p.m.	Module 2: It's More Than Administrivia	Module 4: If It Weren't for the People...
2:30 - 2:45 p.m.	Break	Break
2:45 - 4:45 p.m.	Module 2: It's More Than Administrivia (continued)	Module 4: If It Weren't for the People...
4:45 - 5:00 p.m.	Break	Break
5:00 - 6:30 p.m.	Module 3: Communication, Let's Talk	Module 5: Motivation & Performance

**Day 3**

8:00 - 10:00 a.m.	Module 5: Motivation & Performance (continued)	4:45 - 5:00 p.m. Break
10:00 - 10:15 a.m.	Break	5:00 - 6:30 p.m. Module 7: Leadership Tools for Success
10:15 - 12:00 p.m.	Module 5: Motivation & Performance (continued)	
12:00 - 12:30 p.m.	Lunch	
12:30 - 2:30 p.m.	Module 6: Customer Service Triangle	
2:30 - 2:45 p.m.	Break	
2:45 - 4:45 p.m.	Module 6: Customer Service Triangle (continued)	