

SRAPPA is sponsoring a four-day Supervisor's Toolkit training session at the Berkeley Preparatory School, Tampa, Florida from March 19th – March 22nd, 2024.

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

Registration

Registration through APPA website: [click for link](#), December 27th, 2024 through March 4th, 2024.

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

Help with registration: Billie Zidek at Billie@appa.org

Refunds

Full cost refund: cancellation received on or prior to February 12th, 2024.

Refund less 25% admin fee: cancellation received after February 12th, 2024, but before February 27th, 2024.

No Refunds: for cancellation received on or after February 27th, 2024.

Travel & Location

Check into the Merluzzi Administration building lobby on 1st day. Classes will be held at the Cone Multipurpose Room (Room M128), located on the Berkeley Preparatory School campus: 4811 Kelly Rd, Tampa, FL 33615.

Lodging recommendation is any hotel on Rocky Point, Tampa, FL. Rocky Point is adjacent West to the Tampa International Airport.

How to schedule future Supervisor's Toolkit on your campus

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

Victor Panchuk

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(404) 788-2465

Supervisor's Toolkit Schedule

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