

SRAPPA is sponsoring a four-day Supervisor's Toolkit training session at the Clemson University, Clemson, SC from April 9<sup>th</sup> – April 12<sup>th</sup>, 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](mailto:dave.maharrey@live.com)

### **Registration**

Registration through APPA website: [click for link](#), through March 29, 2024.

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 9, 2024.

Refund less 25% admin fee: cancellation received after March 9, 2024, but before April 1, 2024.

No Refunds: for cancellation received on or after April 1, 2024.

### **Travel & Location**

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.

Lodging recommendation is Tru by Hilton Seneca Clemson

<https://www.hilton.com/en/hotels/cltclru-tru-seneca-clemson/>

### **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**

<b>Day 1</b>		<b>Day 2</b>	
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
<b>Day 3</b>		<b>Day 4</b>	
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