

SRAPPA is sponsoring a five-day Supervisor's Toolkit training session at the Auburn University, Auburn, AL from June 24th -28th, 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](#), May 2nd, 2024 through June 14th, 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 June 1st, 2024.

Refund less 25% admin fee: cancellation received after June 1st, but before June 14th, 2024.

No Refunds: for cancellation received on or after June 15th, 2024.

Travel & Location

Classes will be held in the Facilities Training Center at the Facilities Management Complex, located on the Auburn University campus: 1161 W Samford Ave., Auburn, AL 36832. Facilities Training Center is located to the left of Building 1 / behind the Automotive shop.

Lodging recommendation is [Auburn University Hotel and Conference Center](#), [The Collegiate](#), [Townplace Suites by Marriot Auburn](#), [Tru by Hilton Auburn](#), [Hampton Inn Auburn](#)

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

(404) 788-2465

Supervisor's Toolkit Schedule

Day 1

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

Day 2

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

Day 3

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

Day 4

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

Day 5

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