

**APPA Supervisor's Toolkit**  
**University of Richmond, Richmond, VA.**  
**Training Session Announcement**

SRAPPA is sponsoring a Supervisor's Toolkit training session at the University of Richmond in Richmond, Virginia from October 15<sup>th</sup>-19<sup>th</sup>, 2018.

The tuition for this five day training course is \$499 per person (see schedule below). Travel, per diem, etc. are not covered by the registration fee.

Registration is available through APPA starting December 1<sup>st</sup>, 2017 and ending October 8<sup>th</sup>, 2018.

Link: [www.appa.org/Training/registration/register\\_pre.cfm?itemnumber=](http://www.appa.org/Training/registration/register_pre.cfm?itemnumber=)

If you encounter any problems registering, please contact Corey Newman at [corey@appa.org](mailto:corey@appa.org).

Checks and credit cards will be accepted. Please send checks made out to SRAPPA to c/o Becky Griffith, ERAU, 600 S. Clyde Morris Blvd., Daytona Beach, FL 32114 ([griffitr@erau.edu](mailto:griffitr@erau.edu)). The class will be limited to the first 40, so register early!

SRAPPA will refund the full cost of registration for cancellations received before September 7<sup>th</sup>, 2018. Cancellation requests received after September 7<sup>th</sup>, 2018 but before September 21<sup>st</sup>, 2018 will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after September 21<sup>st</sup>, 2018.

SRAPPA is not responsible for any travel or lodging charges incurred.

Providing per diem for meals (**breakfast & lunch**) for the duration of the workshop **is not** covered by SRAPPA nor by the host institution, and is the attendees' responsibility.

**Training Location:** <http://events.richmond.edu/jepson-alumni-center/bottomley.html>

University of Richmond website:

<http://www.richmond.edu/city/index.html>

**Nearby Hotels:**

<http://events.richmond.edu/jepson-alumni-center/bottomley.html>

[https://www.ihg.com/holidayinn/hotels/us/en/richmond/riccr/hoteldetail?cm\\_mmc=GoogleMaps  
- -HI- -USA- -RICCR](https://www.ihg.com/holidayinn/hotels/us/en/richmond/riccr/hoteldetail?cm_mmc=GoogleMaps--HI--USA--RICCR)

[http://www.marriott.com/hotels/travel/ricwe-courtyard-richmond-west/?scid=bb1a189a-fec3-  
4d19-a255-54ba596febe2](http://www.marriott.com/hotels/travel/ricwe-courtyard-richmond-west/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2)

OCTOBER 15<sup>TH</sup>-19<sup>TH</sup>, 2018

## COURSE AGENDA

(Please note all times are Eastern Time)

### Monday (Oct 15<sup>th</sup>)

8:00am – 10:00am	<b>Module 1: Supervision - What Is It?</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 1: Continued</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 2: It's More Than Administrivia</b>
3:00pm – 3:15pm	<b>Break</b>
3:15pm – 5:00pm	<b>Module 2: Continued</b>

### Tuesday (Oct 16<sup>th</sup>)

8:00am – 10:00am	<b>Module 3: Communication - Let's Talk!</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 3: Continued</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 3: Continued</b>
2:45pm – 3:00pm	<b>Break</b>
3:00pm – 5:00pm	<b>Module 3: Continued</b>

### Wednesday (Oct 17<sup>th</sup>)

8:00am – 10:00am	<b>Module 4: If it Weren't for the People</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 4: Continued</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 4: Continued</b>
2:45pm – 3:00pm	<b>Break</b>
3:00pm – 5:00pm	<b>Module 5: Motivation and Performance</b>

### Thursday (Oct 18<sup>th</sup>)

8:00am – 10:00am	<b>Module 5: Motivation and Performance (continued)</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 6: Customer Service Triangle</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 6: Continued</b>
2:45pm – 3:00pm	<b>Break</b>
3:00pm – 5:00pm	<b>Module 6: Continued</b>

**Friday (Oct 19<sup>th</sup>)**

8:00am – 10:00am	<b>Module 7: Leadership – Tools for Success</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 7: Continued</b>
12:00noon – 1pm	<b>Certificate Ceremony</b>

***Future Offerings for 2016:*** Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact Casey Charepoo at the Georgia Institute of Technology at (404) 825-1312 or [kc188@gatech.edu](mailto:kc188@gatech.edu)