

APPA Supervisor's Toolkit
University of Kentucky
Lexington, Kentucky
Training Session Announcement

SRAPPA is sponsoring a Supervisor's Toolkit training session at the University of Kentucky in Lexington, Kentucky from November 5th-9th, 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 July 1st 2018 and ending October 29th, 2018.

Link: www.appa.org/Training/registration/register_pre.cfm?itemnumber=

If you encounter any problems registering, please contact Corey Newman at 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). 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 5th, 2018. Cancellation requests received after September 5, 2018 but before October 5, 2018 will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after October 5th, 2018. SRAPPA is not responsible for any travel or lodging charges incurred. Providing per diem for meals for the duration of the workshop is not covered by SRAPPA and is the attendees' responsibility.

Classes will be held at Gatton College of Business College of Business & Economics
550 South Limestone Lexington, KY 40506. Woodward Events Hall Room 307

Link to the campus map of the University of Kentucky:

<https://www.google.com/maps/place/550+S+Limestone,+Lexington,+KY+40506/@38.0379019,-84.5088166,17z/data=!3m1!4b1!4m2!3m1!1s0x884244bc2a49e215:0x94496f2ef6319627>

Information for accommodations near the University of Kentucky campus:

Downtown Hilton and their email is www.lexingtondowntown.hilton.com. The number to call for reservations is 1-859-231-9000 or toll free 1-877-539-1648 .

Other accommodations are as follows.

http://www.ihg.com/holidayinnexpress/hotels/us/en/lexington/lexky/hoteldetail?cm_mmc=GoogleMaps--ex--USEN--lexky

NOV 5TH -9TH, 2016

COURSE AGENDA

(Please note all times are Eastern Time)

Monday (Nov 5th)

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

Tuesday (Nov 6th)

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

Wednesday (Nov 7th)

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

Thursday (Nov 8th)

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

Friday (Nov 9th)

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

Future Offerings for 2018: Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact Casey Charepoo at the Georgia Institute of Technology at (404) 825-1312 or kourosh.charepoo@facilities.gatech.edu