

APPA Supervisor's Toolkit
University of Tennessee - Martin
Martin, Tennessee
Training Session Announcement

SRAPPA is sponsoring a Supervisor's Toolkit training session at the University of Tennessee - Martin in Martin, Tennessee from June 24-28th, 2019.

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 February 14, 2019 and ending June 14, 2019. Link: <https://www.appa.org/login.cfm?ResultPage=>.

If you encounter any problems registering, please contact Corey Newman at (703) 684-1446 ext. 228 or 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!

APPA will refund the full cost of registration for cancellations received before May 31, 2019. Cancellation requests received after May 31, 2019 but before June 14, 2019 will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after June 14, 2019. APPA is not responsible for any travel or lodging charges incurred.

Classes will be held in Room 206 at the Boling University Center on the Tennessee-Martin campus in Martin, Tennessee. The link for the campus map of University of Tennessee-Martin is:

www.utm.edu/maps.php

JUNE 24TH – 28TH, 2019

COURSE AGENDA

(Please note all times are Central Time)

Monday (June 24th)

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 (June 25th)

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 (June 26th)

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 – 4:30pm	Module 5: Motivation and Performance
4:30pm – 5:00pm	<i>Tour of Campus Facilities</i>

Thursday (June 27th)

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 (June 28th)

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

Hotels near the Tennessee-Martin Campus:

Hampton Inn, Martin TN
731-587-5800

Days Inn, Martin TN
731-298-0985

Econo Lodge, Martin TN
731-587-4241

15 minutes away in Union City, TN
Quality Inn, Union City
731-885-8850

Hospitality House
731-885-6610

Future Offerings for 2019: Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact Andy Maddox at the University of Alabama at (205) 348-6472 or amaddox@fa.ua.edu .