

APPA Supervisor's Toolkit
Florida State University
Tallahassee, Florida
Training Session Announcement

SRAPPA is sponsoring a Supervisor's Toolkit training session at Florida State University in Tallahassee, Florida from March 18th – 22nd, 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 March 8, 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 March 1, 2019. Cancellation requests received after March 1, 2019 but before March 8, 2019 will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after March 8, 2019. APPA is not responsible for any travel or lodging charges incurred.

Classes will be held at the Student Services Building, located at 874 Traditions Way on the Florida State University campus. The link for the campus map of Florida State University is:

<http://campus.map.fsu.edu/index.aspx>

MARCH 18TH – 22ND, 2019

COURSE AGENDA

(Please note all times are Eastern Time)

Monday (March 18th)

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 (March 19th)

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 (March 20th)

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 (March 21st)

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 (March 22nd)

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 FSU Campus:

Suburban Extended Stay
522 Silver Slipper Lane
Tallahassee, FL 32303
(850) 386-2121
www.suburbantal.com
Quality Inn & Suites

2020 Apalachee Pkwy.
Tallahassee, FL 32301
(850) 877-4437
www.QualityInnandSuitesTLH.com

Econo Lodge
809 Apalachee Pkwy.
Tallahassee, FL 32301
(850) 877-2755
www.econolodge.com/hotel/fl905

Courtyard by Marriott Tallahassee Capital
1018 Apalachee Pkwy.
Tallahassee, FL 32301
(850) 222-8822
www.courtyard.com

Best Western Panhandle Capital Inn & Suites
(800) 780-7234
<http://book.bestwestern.com>

Country Inn & Suites Tallahassee NW
3096 N. Monroe St.
Tallahassee, FL 32303
(850) 701-2850
www.countryinns.com/tallahassee

University Inn & Suites
691 West Tennessee Street
Tallahassee, FL 32304
(850) 224-8161
www.universityinntallahassee.com

Cabot Lodge Tallahassee
1653 Raymond Diehl Rd.
Tallahassee, FL 32308
(850) 386-7500
www.cabotlodgetallahassee.com

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 .