

**APPA Supervisor's Toolkit**  
**Middle Georgia State University**  
**Macon, Georgia**  
**Training Session Announcement**

SRAPPA is sponsoring a Supervisor's Toolkit training session at Middle Georgia State University in Macon, Georgia from June 10-14<sup>th</sup>, 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 May 31, 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](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!

APPA will refund the full cost of registration for cancellations received before May 17, 2019. Cancellation requests received after May 17, 2019 but before May 31, 2019 will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after May 31, 2019. APPA is not responsible for any travel or lodging charges incurred.

Classes will be held on the Middle Georgia State University campus in Macon, Georgia. The link for the campus map of Middle Georgia State University is:

<https://www.mga.edu/about/campuses/docs/macon-map.pdf>

JUNE 10<sup>TH</sup> – 14<sup>TH</sup>, 2019

## COURSE AGENDA

(Please note all times are Eastern Time)

### Monday (June 10<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 (June 11<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 (June 12<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 – 4:30pm	<b>Module 5: Motivation and Performance</b>
4:30pm – 5:00pm	<i>Tour of Campus Facilities</i>

### Thursday (June 13<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 (June 14<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>

### Hotels near Middle Georgia State Campus:

<https://www.mga.edu/hatcher-conference-center/local.php>

***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](mailto:amaddox@fa.ua.edu).