

APPA Supervisor's Toolkit
Mississippi State University
Mississippi State, Mississippi
Training Session Announcement

SRAPPA is sponsoring a Supervisor's Toolkit training session at Mississippi State University in Mississippi State, Mississippi from May 13th – 16th, 2019.

The tuition for this four-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 25, 2019 and ending May 3, 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 April 5, 2019. Cancellation requests received after April 5, 2019 but before April 26, 2019 will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after April 26, 2019. APPA is not responsible for any travel or lodging charges incurred.

Classes will be held at the "Old Main" Academic Center on the Mississippi State University campus. Parking information will be provided at a later date. The link for the campus map of Mississippi State University is:

<https://map.msstate.edu/?id=233#!ct/8935,7602,7362,7257,7090,7088,6665,5465,2402,2401,2400,2399,2398,2397,2396>

MAY 13TH – 16TH, 2019

COURSE AGENDA
(Please note all times are Central Time)

Monday (May 13th)

8:00am – 10:00am	Module 1: Introduction
10:00am – 10:15am	Break
10:15am – 12:00noon	Module 1: Decision Making
12:00noon – 12:30pm	Lunch
12:30pm – 2:30pm	Module 2: Introduction
2:30pm – 2:45pm	Break
2:45pm – 5:00pm	Module 2: Safety

Tuesday (May 14th)

8:00am – 10:00am	Module 3: You as the Sender
10:00am – 10:15am	Break
10:15am – 12:00noon	Module 3: Designing the Message
12:00noon – 12:30pm	Lunch
12:30pm – 2:30pm	Module 3: You as the Receiver
2:30pm – 2:45pm	Break
2:45pm – 5:00pm	Module 4: Supervisor Tips

Wednesday (May 15th)

8:00am – 10:00am	Module 4: Diversity/Inclusion
10:00am – 10:15am	Break
10:15am – 12:00noon	Module 5: Introduction
12:00noon – 12:30pm	Lunch
12:30pm – 2:30pm	Module 5: Training Employees
2:30pm – 2:45pm	Break
2:45pm – 5:00pm	Module 5: The Practical Coach

Thursday (May 16th)

8:00am – 10:00am	Module 6: Introduction
10:00am – 10:15am	Break
10:15am – 12:00noon	Module 6: Leadership
12:00noon – 12:30pm	Lunch
12:30pm – 2:30pm	Module 7: Leadership Types
2:30pm – 2:45pm	Break
2:45pm – 5:00pm	Module 7: Mapping Leadership Exercise/ Graduation Ceremony

Hotels near Mississippi State Campus:

<https://www.msstate.edu/about/starkville/hotels/>

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 .