

APPA Supervisor's Toolkit
The University of Memphis
Memphis, Tennessee
Training Session Announcement

SRAPPA is sponsoring a Supervisor's Toolkit training session at the University of Memphis in Memphis, Tennessee from January 25th-29th, 2016.

The tuition for this five day training course is \$499 per person (see schedule below). ***If you are a member of a TNAPPA school, the registration fee is \$199 per person.*** Travel, per diem, etc. are not covered by the registration fee.

Registration is available through APPA starting November 2, 2015 and ending January 18, 2016.

Link: www.appa.org/Training/registration/register_pre.cfm?itemnumber=5574

If you encounter any problems registering, please contact Corey Newman at 703-684-1446 ext. 228 or 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 November 16, 2015. Cancellation requests received after November 16, 2015 but before December 21, 2015 will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after December 21, 2015. SRAPPA is not responsible for any travel or lodging charges incurred.

Classes will be held at the University Center in Room 300-River Room on the campus of the University of Memphis in Memphis, Tennessee.

Link to the campus map at the University of Memphis: <http://map.memphis.edu/>

Information for accommodations near the Memphis campus:

Fogelman Executive Conference Center & Hotel
330 Innovation Drive, Suite 206
Memphis, Tennessee 38152
Ph: 901/678-5410 | Fax: 901/678-5329
Reservations: 901/678-5410

Holiday Inn at University of Memphis
3700 Central Ave
Memphis, TN 38152
Ph: 901-678-8200
Reservations: 1-888-465-4329

JANUARY 25TH-29TH, 2016

COURSE AGENDA

(Please note all times are Central Time)

Monday (January 25th)

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 (January 26th)

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 (January 27th)

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 (January 28th)

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 (January 29th)

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 2016: Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact Casey Charepoo at the Georgia Institute of Technology at (404) 825-1312 or kouros.charepoo@facilities.gatech.edu