

APPA Supervisor's Toolkit
University of Kentucky
Lexington, Kentucky
Training Session Announcement

SRAPPA is sponsoring a Supervisor's Toolkit training session at the University of Kentucky in Lexington, Kentucky from February 15th-19th, 2016.

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 November 16, 2015 and ending February 8, 2016.

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

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 December 15, 2015. Cancellation requests received after December 15, 2015 but before January 21, 2016 will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after January 15, 2016. SRAPPA is not responsible for any travel or lodging charges incurred. Providing per diem for meals for the duration of the workshop is not covered by SRAPPA and is the attendees' responsibility.

Classes will be held at Gatton College of Business College of Business & Economics 550 South Limestone Lexington, KY 40506. Woodward Events Hall Room 307

Link to the campus map at the University of Kentucky:

<https://www.google.com/maps/place/550+S+Limestone,+Lexington,+KY+40506/@38.0379019,-84.5088166,17z/data=!3m1!4b1!4m2!3m1!1s0x884244bc2a49e215:0x94496f2ef6319627>

Information for accommodations near the University of Kentucky campus:

<http://www.universityinnky.com/>

http://www.ihg.com/holidayinnexpress/hotels/us/en/lexington/lexky/hoteldetail?cm_mmc=GoogleMaps_-ex_-USEN_-lexky

FEBRUARY 15TH-19TH, 2016

COURSE AGENDA

(Please note all times are Central Time)

Monday (February 15th)

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 (February 16th)

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 (February 17th)

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 (February 18th)

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 (February 19th)

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