

SRAPPA is sponsoring a four-day Supervisor's Toolkit training session at the University of Mississippi, Oxford, MS from July 8 – July 11, 2024.

Tuition and Other Costs

Tuition is \$499 per person.

Travel, hotel, per diem, etc. are not covered by the registration fee.

Checks and credit cards will be accepted. Credit card payment through APPA website.

Please send checks made out to SRAPPA to c/o Dave Maharrey, 4463 Oktoc Road, Starkville, MS 39759

dave.maharrey@live.com

Registration

Registration through APPA website: [click for link](#), May 15th, 2024 through June 28, 2024.

Class will be limited to the first 40 registrations, so register early!

Help with registration: Billie Zidek at Billie@appa.org

Refunds

Full cost refund: cancellation received on or prior to June 8, 2024.

Refund less 25% admin fee: cancellation received after June 8, 2024, but before June 15, 2024.

No Refunds: for cancellation received on or after June 15, 2024.

Travel & Location

Classes will be held at the Jackson Avenue Center (JAC), 1111 Jackson Ave W, Oxford, MS 38655. We are located in the East wing of the building - the entrance to the right. The Room is JAC 124 (Auditorium B).

Lodging recommendation [link](#). Inn at Ole Miss, Graduate Oxford & Oliver Hotel, Courtyard Marriot.

How to schedule future Supervisor's Toolkit on your campus

Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact

Victor Panchuk

victorpanchuk@westminster.net

(404) 788-2465

Supervisor's Toolkit Schedule

Day 1		Day 2	
8:00 - 10:00 a.m.	Module 1: Intro - Organizing Fact or Fiction Exercise	8:00 - 10:00 a.m.	Module 3: You as the Sender - Words & Meaning
10:00 - 10:15 a.m.	Break	10:00 - 10:15 a.m.	Break
10:15 - 12:00 p.m.	Module 1: Decision Making - Tool Time	10:15 - 12:00 p.m.	Module 3: Designing the Message - Email
12:00 - 12:30 p.m.	Lunch	12:00 - 12:30 p.m.	Lunch
12:30 - 2:30 p.m.	Module 2: Intro - You Were There	12:30 - 2:30 p.m.	Module 3: You as the Receiver - Managing Up
2:30 - 2:45 p.m.	Break	2:30 - 2:45 p.m.	Break
2:45 - 5:00 p.m.	Module 2: Safety - Why Bother	2:45 - 5:00 p.m.	Module 4: Supervisor Tips - Diversity Wheel
Day 3		Day 4	
8:00 - 10:00 a.m.	Module 4: Diversity/Inclusion - Tool Time	8:00 - 10:00 a.m.	Module 6: Intro - What's Your Role
10:00 - 10:15 a.m.	Break	10:00 - 10:15 a.m.	Break
10:15 - 12:00 p.m.	Module 5: Intro - Possible Rewards Discussion	10:15 - 12:00 p.m.	Module 6: Leadership - Leadership is More than Management
12:00 - 12:30 p.m.	Lunch	12:00 - 12:30 p.m.	Lunch
12:30 - 2:30 p.m.	Module 5: Training Employees - Performance vs Habits	12:30 - 2:30 p.m.	Module 7: Leadership Types - Tool Time
2:30 - 2:45 p.m.	Break	2:30 - 2:45 p.m.	Break
2:45 - 5:00 p.m.	Module 5: The Practical Coach - Tool Time	2:45 - 5:00 p.m.	Module 7: Mapping Leadership Exercise - Graduation