

SRAPPA is sponsoring a five-day Supervisor's Toolkit training session at the Clemson University, Clemson, SC from February 17th – February 21st, 2025.

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](#), December 13th, 2024 through February 3rd, 2025.

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 January 14th, 2025.

Refund less 25% admin fee: cancellation received after January 14th, 2025, but before January 27th, 2025.

No Refunds: for cancellation received on or after February 3rd, 2025.

Travel & Location

Classes will be held at the University Facilities Center, Building A, Room A-251, located on the Clemson University campus: 280 Seneca Creek Road, Seneca, SC 29678. Free parking in the Visitor spots.

Lodging recommendation is Tru by Hilton Seneca Clemson

<https://www.hilton.com/en/hotels/cltclru-tru-seneca-clemson/>

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

8:00 - 10:00 a.m. Module 1: Supervision - What Is It?
10:00 - 10:15 a.m. Break
10:15 - 12:00 p.m. Module 1: Continued
12:00 - 1:00 p.m. Lunch
1:00 - 2:45 p.m. Module 2: It's More Than Administrivia
2:45 - 3:00 p.m. Break
3:00 - 5:00 p.m. Module 2: Continued

Day 2

Module 3: Communication - Let's Talk
Break
Module 3: Continued
Lunch
Module 3: Continued
Break
Module 3: Continued

Day 3

8:00 - 10:00 a.m. Module 4: If it Weren't for the People
10:00 - 10:15 a.m. Break
10:15 - 12:00 p.m. Module 4: Continued
12:00 - 1:00 p.m. Lunch
1:00 - 2:45 p.m. Module 4: Continued
2:45 - 3:00 p.m. Break
3:00 - 5:00 p.m. Module 5: Motivation & Performance*

*Tour of Campus Facilities last 30 min

Day 4

Module 5: Continued
Break
Module 6: Customer Service Triangle
Lunch
Module 6: Continued
Break
Module 6: Continued

Day 5

8:00 - 10:00 a.m. Module 7: Leadership - Tools for Success
10:00 - 10:15 a.m. Break
10:15 - 12:00 p.m. Module 7: Continued
12:00 - 1:00 p.m. Certificate Ceremony & Lunch