

SRAPPA is sponsoring a five-day Supervisor's Toolkit training session at the University of Alabama, Tuscaloosa, AL from April 21st – April 25th, 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](#), through April 11, 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 March 17, 2025.

Refund less 25% admin fee: cancellation received after March 18, 2025, but before April 1, 2025.

No Refunds: for cancellation received on or after April 1, 2025.

Travel & Location

Classes will be held at the Facilities & Grounds Training Room 179, located on the University of Alabama campus: Facilities Administration Building, 1205 14th Street, Tuscaloosa, AL 35401.

Parking passes will be provided for attendees.

Lodging recommendation is [Hotel Capstone](#) – use this link for the special room rate.

Hotel Address: 320 Paul W Bryant Dr, Tuscaloosa, AL 35401

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