

APPA SUPERVISOR'S TOOLKIT TRAINING SESSION ANNOUNCEMENT  
JUNE 10<sup>TH</sup>-13<sup>TH</sup>, 2025  
UNIVERSITY OF SOUTHERN MISSISSIPPI – HATTIESBURG  
HATTIESBURG, MS

SRAPPA is sponsoring a four-day Supervisor's Toolkit training session at the University of Southern Mississippi, Hattiesburg, MS from June 10<sup>th</sup> – 13<sup>th</sup>, 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](mailto:dave.maharrey@live.com)

**Registration**

Registration through APPA website: [click for link](#), April 25<sup>th</sup> through May 30<sup>th</sup>, 2025.

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

Help with registration: Billie Zidek at [Billie@appa.org](mailto:Billie@appa.org)

**Refunds**

Full cost refund: cancellation received on or prior to Mat 5<sup>th</sup>, 2025.

Refund less 25% admin fee: cancellation received after May 5<sup>th</sup>, 2025, but before Mat 16<sup>th</sup>, 2025.

No Refunds: for cancellation received on or after Mat 16<sup>th</sup>, 2025.

**Travel & Location**

Classes will be held at The Accelerator - located on the USM Innovation and Commercialization Park campus. This is a location off the main campus. There is only one building (Room 216): 46 Shelby Thames Dr, Hattiesburg, MS 39402.

Lodging recommendations: Candlewood Suites Hattiesburg by IHG, 9 Gateway Dr, Hattiesburg, MS 39402; Doubletree by Hilton Hattiesburg, 10 Gateway Dr, Hattiesburg, MS 39402

**How to schedule future Supervisor's Toolkit on your campus**

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

Victor Panchuk

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(404) 788-2465

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**Supervisor's Toolkit Schedule**

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