

**APPA Supervisor's Toolkit**  
**Florida State University**  
**Tallahassee, Florida**  
**Training Session Announcement**

SRAPPA is sponsoring a Supervisor's Toolkit training session at Florida State University in Tallahassee, Florida from January 31 – February 4, 2022.

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 December 15, 2021 and ending January 24, 2022. Link <https://www.appa.org/login>. If you encounter any problems registering, please contact Corey Newman at (703) 684-1446 ext. 228 or at [corey@appa.org](mailto:corey@appa.org).

Checks and credit cards will be accepted. Please send checks made out to SRAPPA to c/o Dave Maharrey, Mississippi State University, P.O. Box 5208, Mississippi State, MS 39762. ([dmaharrey@physplant.msstate.edu](mailto:dmaharrey@physplant.msstate.edu)). The class will be limited to the first 40, so register early!

APPA will refund the full cost of registration for cancellations received before January 10, 2022. Cancellation requests received after January 10, 2022, but before January 17, 2022, will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after January 17, 2022. APPA is not responsible for any travel or lodging charges incurred.

Classes will be held on the third floor of Miller Hall at DeVoe L. Moore University Center – Building C (building number 225 on the campus map – SW corner of campus), located on the Florida State University campus. The link for the campus map of Florida State University is:

[https://www.facilities.fsu.edu/depts/planningMan/Documents/Maps/maps%202021/FSU\\_Map\\_11x17\\_MainCampus\\_July2021.pdf](https://www.facilities.fsu.edu/depts/planningMan/Documents/Maps/maps%202021/FSU_Map_11x17_MainCampus_July2021.pdf)

**JANUARY 31 – FEBRUARY 4, 2022**

**COURSE AGENDA**

*(Please note all times are Eastern Time)*

**Monday (January 31<sup>st</sup>)**

8:00am – 10:00am	<b>Module 1: Supervision - What Is It?</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 1: Continued</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 2: It's More Than Administrivia</b>
3:00pm – 3:15pm	<b>Break</b>
3:15pm – 5:00pm	<b>Module 2: Continued</b>

## Tuesday (February 1<sup>st</sup>)

8:00am – 10:00am	<b>Module 3: Communication - Let's Talk!</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 3: Continued</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 3: Continued</b>
2:45pm – 3:00pm	<b>Break</b>
3:00pm – 5:00pm	<b>Module 3: Continued</b>

## Wednesday (February 2<sup>nd</sup>)

8:00am – 10:00am	<b>Module 4: If it Weren't for the People</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 4: Continued</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 4: Continued</b>
2:45pm – 3:00pm	<b>Break</b>
3:00pm – 4:30pm	<b>Module 5: Motivation and Performance</b>
4:30pm – 5:00pm	<i>Tour of Campus Facilities</i>

## Thursday (February 3<sup>rd</sup>)

8:00am – 10:00am	<b>Module 5: Motivation and Performance (continued)</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 6: Customer Service Triangle</b>
12:00noon – 1:00pm	<b>Lunch</b>
1:00pm – 2:45pm	<b>Module 6: Continued</b>
2:45pm – 3:00pm	<b>Break</b>
3:00pm – 5:00pm	<b>Module 6: Continued</b>

## Friday (February 4<sup>th</sup>)

8:00am – 10:00am	<b>Module 7: Leadership – Tools for Success</b>
10:10am – 10:15am	<b>Break</b>
10:15am – 12:00noon	<b>Module 7: Continued</b>
12:00noon – 1pm	<b>Certificate Ceremony</b>

## Lodging Information

Lodging near Florida State University campus:

### ***Hotel Duval***

415 N Monroe St, Tallahassee, FL 32301

### ***Hotel Indigo - Collegetown***

826 W Gaines St, Tallahassee, FL 32304

***Doubletree***

101 S Adams St, Tallahassee, FL 32301

***Aloft Downtown***

200 N Monroe St, Tallahassee, FL 32301

***Hampton Inn & Suites Capitol/University***

824 Railroad Ave, Tallahassee, FL 32310

***Residence Inn Collegetown***

600 W Gaines St, Tallahassee, FL 32304

***Future Offerings for 2022:*** Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact Andy Maddox at the University of Alabama at (205) 348-6472 or [samaddox1@ua.edu](mailto:samaddox1@ua.edu) .