

**APPA Supervisor's Toolkit**  
**Southern Miss University**  
**Hattiesburg, Mississippi**  
**Training Session Announcement**

SRAPPA is sponsoring a Supervisor's Toolkit training session at Southern Miss University in Hattiesburg, Mississippi from March 28 – April 1, 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 March 18, 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 February 4, 2022. Cancellation requests received after February 4, 2022, but before February 25, 2022, will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after February 25, 2022. APPA is not responsible for any travel or lodging charges incurred.

Classes will be held at the Ogletree Alumni House, located at 102 Alumni Drive on the Southern Miss University campus. The link for the campus map of Southern Miss University is:

[https://www.usm.edu/parking-transit-services/2021\\_2022\\_hbg\\_campus\\_map.jpg](https://www.usm.edu/parking-transit-services/2021_2022_hbg_campus_map.jpg)

**MARCH 28 – APRIL 1, 2022**

**COURSE AGENDA**

*(Please note all times are Central Time)*

**Monday (March 28<sup>th</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 (March 29<sup>th</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 (March 30<sup>th</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 (March 31<sup>st</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 (April 1<sup>st</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

<https://www.usm.edu/student-success/hotels.php>

**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).