

**APPA Supervisor's Toolkit (for Director-Level and Above Managers)**  
**Clemson University**  
**Clemson, South Carolina**  
**Training Session Announcement**

SRAPPA is sponsoring a Supervisor's Toolkit training session (*for director-level and above managers*) at Clemson University in Clemson, South Carolina from February 14-18, 2022.

The tuition for this five-day training course is a **discounted rate of \$299 per person** (see schedule below). Travel, per diem, etc. are not covered by the registration fee.

Registration is available through APPA starting January 7, 2022 and ending February 4, 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 21, 2022. Cancellation requests received after January 21, 2022, but before February 4, 2022, will be refunded but assessed a 25% administrative fee. Absolutely no refunds will be issued for cancellation requests received after February 4, 2022. APPA is not responsible for any travel or lodging charges incurred.

Classes will be held at the Facilities Building A - room 203, located at 280 Seneca Creek Road near the Clemson University campus.

**FEBRUARY 14-18, 2022**

**COURSE AGENDA**

***(Please note all times are Eastern Time)***

**Monday (February 14<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 (February 15<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 (February 16<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 (February 17<sup>th</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 18<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

Tru by Hilton Seneca Clemson 13050 Clemson Blvd Seneca, South Carolina 29678

<https://www.guestreservations.com/tru-by-hilton-seneca-clemson-sc/booking?msclkid=664f79c742e21985e7da1810632c64f4>

**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) .