



Presents

Supervisor's Toolkit

The Nuts & Bolts of Facilities Supervision

Hosted by New Mexico State University

February 27 – March 1, 2012

- Including:**
1. Supervision, What Is It?
 2. It's More Than Administrivia
 3. Communication, Let's Talk
 4. If It Weren't For The People...
 5. Motivation & Performance
 6. Customer Service Triangle
 7. Leadership Tools for Success

Presented by: Lindsay Wagner, Northern Arizona University
Viron Lynch, Weber State University
Glen Haubold, New Mexico State University

When: February 27 - March 1, 2012
Program begins at 8:00 a.m. on Monday, February 27, 2012
Program ends at 3:00 p.m. on Thursday, March 1, 2012

Where: **Las Cruces, New Mexico** **Please reserve your room now!**
NMSU Golf and Conference Center For a list of area hotels please contact:
3000 Herb Wimberly Drive
Las Cruces, NM 88011
(575) 646-3219
<http://www.nmsugolf.com>
Melissa Fernandez
melifern@nmsu.edu
(575) 646-2101

Program Cost: \$350RMA member (per person)
\$450Non-member*

****Join RMA now and receive a member discount!***

To join, contact Kyle Williams at williamsk@byui.edu or (208) 496-2520

Price includes: Training, materials and lunches on Monday, Tuesday, Wednesday, and Thursday
Registration is limited to the first 35 people

PLEASE REGISTER BY JANUARY 20, 2012
e-mail registration form to: melifern@ad.nmsu.edu
or mail to: Melissa Fernandez
New Mexico State University
Facilities and Services
Box 30001/MSC 3545
Las Cruces, NM 88003
(575) 646-2101

Shuttle Service Available Call the Las Cruces Shuttle Service;

www.lascrucesshuttle.com

1-800-288-1784

Other Accommodations

**Please call the numbers listed next to each hotel for further information;
or contact Melissa Fernandez: melifern@nmsu.edu**

HOTEL	ADDRESS	PH #
America's Best Value Inn	2160 W. Picacho	575- 524-8627
Best Western Mission Inn	1765 S Main	575- 524-8591
Comfort Inn and Suites of Mesilla	1300 Avenida De Mesilla	575- 527-1050
Comfort Inn of Las Cruces	2585 S Valley Dr	575- 527-2000
Comfort Suites	2101 S Triviz Dr	575- 522-1300
Days Inn	901 Avenida De Mesilla	575- 524-8603
Hampton Inn	755 Avenida De Mesilla	575- 526-8311
Hampton Inn	2350 E. Griggs	575- 527-8777
Holiday Inn Express	2200 S. Valley Dr.	575- 527-9947
Hotel Encanto	705 South Telshor Blvd	575- 522-4300
La Quinta	790 Avenida De Mesilla	575- 524-0331
La Quinta Organ Mountain	1500 Hickory Dr	575- 523-0100
Motel 6	235 La Posada Ln	575- 525-1010
Motel 6	2120 Summit Ct	575- 525-2055
Plaza Suites	301 E. University Ave.	575- 525-2083
Ramada Palms	201 E. University Ave	575- 526-4411
Sleep Inn	2121 S Triviz Dr	575- 522-1700
Springhill Suites by Marriott	1611 Hickory Loop	575- 541-8887
Staybridge Suites	2651 Northrise Dr	575- 521-7999
Super 8 Motel	245 La Posada Ln	575- 523-8695
Towneplace Suites by Marriott	2143 Telshor Court	575- 532-6500

REGISTRATION FORM
Supervisor's Toolkit
February 27 – March 1, 2012
Las Cruces, NM

NAME (as you'd like to see it on your name tag)	TITLE	EMAIL	PHONE	Food allergies? Vegetarian Needs?

Institution:
Contact Person:
Address:
Phone:
Fax:
Email:

Accommodations and Travel

Registrants are responsible for their own travel arrangements. A list of telephone numbers for area hotels and transportation is attached. For additional information contact:

Melissa Fernandez
melifern@nmsu.edu
(575) 646-2101

Cost per person:
\$350 for RMA member
\$450 for non-member

TOTAL PAYMENT: _____

Please make registration CHECKS payable to: "New Mexico State University"
 NMSU Departments should contact Melissa Fernandez: melifern@nmsu.edu

Please return completed form with payment **BY JANUARY 20, 2012:**

e-mail registration form to: melifern@ad.nmsu.edu
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