

**APPA Supervisor’s Toolkit**

**Training Session Announcement at**



The University of Regina is sponsoring a Supervisor’s Toolkit November 6th – 9th, 2018.

The tuition for this four day training course is $380 per person (see schedule below.) Travel, Per diem, etc. are not covered by the registration fee. Lunch will be included in the training.

To register, contact Emmet Boyle via email at Emmet.Boyle@uregina.ca or by phone at (306) 585-4419. Payment can me made via check to University of Regina and can be mailed to:

Emmet Boyle

Director of Maintenance & Utilities

University of Regina

3737 Wascana Parkway

Regina, Saskatchewan

S4S 0A2

The class will be limited to the first 30, so register early! All registrations must be received by October 22, 2018.

Classes will be held at University of Regina, College West Building room 113.

Paid parking is available on campus in Lot #2 (see link below).  
<https://www.uregina.ca/fm/parking/assets/images/page-pictures/Main%20Campus%2013Dec16.pdf>

Lodging:

Residence Services may have dorm rooms available: <https://resiis.cc.uregina.ca/ConferencePortal/Modules/Conference/ShortStayConferenceSelector.aspx?Params=L9ezxPcQnQtgRNsm7RpNB4sWmhgL31mSP4x9ZRyf8UU%3d>

OR

To view the preferred CAUBO rates for **2017-2018** for Canadian hotels:  <https://www.caubo.ca/web_listing_2017-18_may-2018/>

**November 6th – November 9th, 2018  
Supervisor Toolkit  
Course Agenda**

**Tuesday (November 6th)**

8:15 – 4:15   
Module 1: Supervision - What Is It?   
Lunch   
Module 2: It’s More Than Administrivia

**Wednesday (November 7th)**

8:15 – 4:15   
Module 3: Communication - Let’s Talk!   
Lunch   
Module 4: If it Weren’t for the People

**Thursday (November 8th)**

8:15 – 4:15   
Module 5: Motivation and Performance   
Lunch   
Module 6: Customer Service Triangle

**Friday (November 9th)**

8:15 – 2:00   
Module 7: Leadership – Tools for Success   
Lunch   
Awards