

Supervisor's Toolkit

Nuts and Bolts of Facilities Supervision

Hosted by:
Southern New England Chapter of APPA (SNEAPPA)
and
Eastern Connecticut State University

DATES: *Tuesday, October 23, 2018 – Friday, October 26, 2018*

LOCATION: **Science Building / Room 301**

SCHEDULE

Tuesday

7:30 a.m. to 8:00 a.m.

*Continental Breakfast**

8:00 a.m. to Noon

Welcome, Orientation & Class

Noon - 12:45 p.m.

*Lunch**

12:45 p.m. to **4 p.m.**

Class

Wednesday

7:30 a.m. to 8:00 a.m.

*Continental Breakfast**

8:00 a.m. to Noon

Class

Noon - 12:45 p.m.

*Lunch**

12:45 p.m. to **4 p.m.**

Class

Thursday

7:30 a.m. to 8:00 a.m.

*Continental Breakfast**

8:00 a.m. to Noon

Class

Noon - 12:45 p.m.

*Lunch**

12:45 p.m. to **4 p.m.**

Class

Friday

7:30 a.m. to 8:00 a.m.

*Continental Breakfast**

8:00 a.m. to Noon

Class

Noon - 12:45 p.m.

*Lunch**

12:45 p.m. to 3 p.m.

Class

3:00 p.m. to **4:00 p.m.**

Wrap-Up & Graduation!

**Continental Breakfast, Lunch, and morning and afternoon beverage breaks will be provided each day.*

CLASS INSTRUCTOR:

Nancy Yeroshefsky retired in 2017 from the position of Director of FM, Human Resources (HR) at the University of Maryland College Park, and has over thirty years of HR experience; more than twenty-seven years in facilities management. At UMCP, she was responsible for all HR activities for an organization of over 800 employees. Nancy has her Bachelor's degree in Sociology and a Master's degree in HR. She was a co-developer of APPA's *Supervisor's ToolKit: Nuts and Bolts of Facilities Supervision*, is a *Master Trainer* for that program, and has facilitated *ToolKit* across the US and Canada. Nancy also serves as faculty for the General Administration track of the APPA Institute (IFM) and has served as a presenter for regional and local conferences. Nancy has held multiple Board of Director positions for the MD/DC Chapter of APPA and served on the ERAPPA Board as VP/Membership. Nancy holds the credential of *SHRM-SCP* (Society for Human Resource Management, Senior Certified Professional.)

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ADDITIONAL REGISTRATION NOTES:

- Register at **www.sneappa.org**
- **Class size is limited to 30 participants.** If registration is full, please contact Chris Dupuis immediately.
- **Travel** – Attendees are *responsible for their own transportation/lodging to/from STK Training*. For area lodging options, please contact Chris Dupuis.
- **Parking** – There is no charge for parking on the Eastern Connecticut State University campus. Attendees should park in the Cervantes or Shakespeare Parking Garage.
- **Classroom Location** – Sessions will be held in Room 301 of the Science Building.
****See campus map link for both garage and Science Building locations at <http://www.easternct.edu/map>****
- **Cancellation / Refund** – A full refund, minus a \$25 administrative fee, will be given if notification of cancellation is made fourteen (14) days prior to the training. After that date, no refund will be given and no-shows will be billed.



Questions? Reach out to **Christopher Dupuis**, SNEAPPA President, at **cdupuis@commnet.edu** or **(860) 723-0315** or Sue Mulcahey, Meeting/Registration Manager for SNEAPPA, at **susan@impressivegatherings.com** or (860) 349-8397. *We're happy to assist!*