



Supervisor's Toolkit

Nuts and Bolts of Facilities Supervision

June 23-27, 2008

Monday, 6/23/08		
Time	Location	Activity
7:30 AM – 8:00 AM	Student Center (SC) Room 411	Continental Breakfast
8:00 AM – 10:00 AM		Welcome Address
10:10 AM – 10:15 AM		Module 1: Supervision - What Is It?
10:15 AM – 12:00 PM		Break
12:00 PM – 1:00 PM	SC Dining Room	Module 1: Continued
1:00 PM – 2:45 PM	SC 411	Lunch
2:45 PM – 3:00 PM		Module 2: It's More Than Administrivia
3:00 PM – 4:30 PM		Break
		Module 2: Continued

Tuesday, 6/24/08		
Time	Location	Activity
7:30 AM – 8:00 AM	SC 411	Continental Breakfast
8:00 AM – 10:00 AM		Module 3: Communication - Let's Talk!
10:10 AM – 10:15 AM		Break
10:15 AM – 12:00 PM		Module 3: Continued
12:00 PM – 12:30 PM	SC Dining Room	Lunch
12:30 PM – 1:15 PM		Bus Tour of Montclair State University Campus
1:30 PM – 2:45 PM	SC 411	Module 3: Continued
2:45 PM – 3:00 PM		Break
3:00 PM – 4:30 PM		Module 3: Continued

Wednesday, 6/25/08		
Time	Location	Activity
7:30 AM – 8:00 AM	SC 411	Continental Breakfast
8:00 AM – 10:00 AM		Module 4: If it Weren't for the People
10:10 AM – 10:15 AM		Break
10:15 AM – 12:00 PM		Module 4: Continued
12:00 PM – 1:00 PM	SC Dining Room	Lunch
1:00 PM – 2:45 PM	SC 411	Module 5: Motivation and Performance
2:45 PM – 3:00 PM		Break
3:00 PM – 4:30 PM		Module 5: Continued

Thursday, 6/26/08		
Time	Location	Activity
7:30 AM – 8:00 AM	SC 411	Continental Breakfast
8:00 AM – 10:00 AM		Module 6: Customer Service Triangle
10:10 AM – 10:15 AM		Break
10:15 AM – 12:00 PM		Module 6: Continued
12:00 PM – 1:00 PM	SC Dining Room	Lunch
1:00 PM – 2:45 PM	SC 411	Module 7: Leadership – Tools for Success
2:45 PM – 3:00 PM		Break
3:00 PM – 4:30 PM		Module 7: Continued

Friday, 6/27/08		
Time	Location	Activity
7:30 AM – 8:00 AM	SC 411	Continental Breakfast
8:00 AM – 10:00 AM		Module 7: Leadership – Tools for Success
10:10 AM – 10:15 AM		Break
10:15 AM – 12:00 PM		Module 7: Continued
12:00 PM – 1:30 PM	University Hall Conference Center	Lunch & Certificate Ceremony