FOUNTAINS OF LEADERSHIP

WHAT’S INCLUDED

- Small cohorts for personalized and customized learning opportunities
- Networking Event
- 2 1/2 days of in-person learning (required)
- 18 weeks of virtual learning and collaboration, exclusive curriculum targeted to administrative professionals, and interactive live learning segments
- Two one-on-one, hour-long coaching calls with Foundations of IAAP faculty (each a $250 retail value)
- Monthly small group mentoring sessions with prior graduates of the Academy program
- Participant workbook, additional materials, assessments, assignments, and group projects for experiential and engaging learning (completion of all assignments is a requirement for graduation)
- Dedicated online discussion forum for networking and additional co-learning opportunities
- 25 CAP Recertification Points for IAAP CAP designees

IN-PERSON LOCATION
MARCH 16-18, 2020
The Luxor Hotel
3900 South Las Vegas Boulevard
Las Vegas, NV 89119
Hotel Details
Breakfast and Lunch included
*Hotel Rates:
$79 Single/Double
*Please note the hotel rate for Saturday, March 14th is $85 single/double.

REGISTER TODAY!

WHAT YOU’LL LEARN

ESTABLISHING YOUR PERSONAL BRAND
- Assess the way you show up to others & learn how that translates into your personal brand
- Develop an intentional personal brand that supports your professional goals and career success
- Learn to cultivate your brand over time to advance your perceived value & achieve your goals
- Enroll colleagues in helping you shape & strengthen your personal brand

CRITICAL THINKING
- Identify approaches to thinking more critically
- Overcome obstacles to critical thinking
- Integrate critical thinking approaches to minimize impulsive responses and improve strategic alignment
- Effective decision-making
- Explain the decision-making process
- Utilize decision-making steps to improve decision quality by more effective decisions

EMOTIONAL INTELLIGENCE
- Discuss emotional intelligence, and its role in personal, professional and organizational success
- Recognizing emotion in face-to-face and virtual interactions
- Identify emotions in face-to-face and virtual communications
- Enhance your emotional intelligence
- Integrate emotionally intelligent strategies to improve personal and professional relationships
- Personal strengths and weaknesses
- Identify your strengths and weaknesses to better manage career success
- Create feedback mechanisms to evaluate progress toward self-improvement/development
- Develop your strengths and learn how to work with your weaknesses, in order to achieve both personal and professional goals and objectives

SOCIAL INTELLIGENCE
- Identify & practice the skills that affect your ability to "presence" and connect with others effectively
- Explore Standing & Social Capital, the criteria and currency that shapes your interpersonal influence
- Build & practice your situational awareness skills and learn how that shapes how others perceive and receive your efforts to communicate, influence and lead

POWERFUL INTERPERSONAL COMMUNICATION
- Discuss the importance of effective communication in building constructive partnerships and improving performance
- Identify your unique communication style and understand how to adapt to other styles as needed
- Detect the components of effective communication & practice making complete requests
- Consider the impact of nonverbal cues, body language and different forms of media on effective communication

LISTENING, TRUST & TRANSPARENCY
- Demonstrate the difference between hearing and listening, & practice strategies to improve active listening
- Learn and examine the elements that comprise trust & transparency
- Identify how your behaviors and choices increase or decrease trust and learn strategies for mending trust when necessary
- Negotiation & Crucial Conversations
- Explore behaviors that characterize successful negotiators & why it matters
- Recognize and classify what sets crucial conversations apart from routine interactions and why it matters to handle them with thoughtfulness, skill and care
- Practice putting all of the pieces of emotional/social intelligence, critical thinking, decision making, communication, trust, and negotiation together in order to successfully engage in crucial conversations that produce positive outcomes for all

CREATE YOUR PERSONAL LEADERSHIP & LIFE DEVELOPMENT PLAN
- Get personalized support from certified coaches and IAAP peer mentors in clarifying and articulating your personal vision and action plan for elevating your excellence at work, and designing a more intentional and personally rewarding life
<table>
<thead>
<tr>
<th>WEEK NUMBER</th>
<th>WEEK OF</th>
<th>COHORT 1</th>
<th>COHORT 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3/16/20</td>
<td>March 16-18 In-Person</td>
<td>March 16-18 In-Person</td>
</tr>
<tr>
<td>2</td>
<td>3/23/20</td>
<td>WORK WEEK</td>
<td>WORK WEEK</td>
</tr>
<tr>
<td>3</td>
<td>3/30/20</td>
<td>March 31 11:30 a.m.</td>
<td>April 2 1:30 p.m.</td>
</tr>
<tr>
<td>4</td>
<td>4/6/20</td>
<td>April 7 WORK WEEK</td>
<td>April 9 WORK WEEK</td>
</tr>
<tr>
<td>5</td>
<td>4/13/20</td>
<td>April 14 11:30 a.m.</td>
<td>April 16 1:30 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>4/20/20</td>
<td>April 21 WORK WEEK</td>
<td>April 23 WORK WEEK</td>
</tr>
<tr>
<td>7</td>
<td>4/27/20</td>
<td>April 28 11:30 a.m.</td>
<td>April 30 1:30 p.m.</td>
</tr>
<tr>
<td>8</td>
<td>5/4/20</td>
<td>May 5 WORK WEEK</td>
<td>May 7 WORK WEEK</td>
</tr>
<tr>
<td>9</td>
<td>5/11/20</td>
<td>May 12 11:30 a.m.</td>
<td>May 14 1:30 p.m.</td>
</tr>
<tr>
<td>10</td>
<td>5/18/20</td>
<td>May 19 WORK WEEK</td>
<td>May 21 WORK WEEK</td>
</tr>
<tr>
<td>11</td>
<td>5/25/20</td>
<td>May 26 WORK WEEK</td>
<td>May 28 WORK WEEK</td>
</tr>
<tr>
<td>12</td>
<td>6/1/20</td>
<td>June 2 11:30 a.m.</td>
<td>June 4 1:30 p.m.</td>
</tr>
<tr>
<td>13</td>
<td>6/8/20</td>
<td>June 9 WORK WEEK</td>
<td>June 11 WORK WEEK</td>
</tr>
<tr>
<td>14</td>
<td>6/15/20</td>
<td>June 16 11:30 a.m.</td>
<td>June 18 1:30 p.m.</td>
</tr>
<tr>
<td>15</td>
<td>6/22/20</td>
<td>June 23 WORK WEEK</td>
<td>June 25 WORK WEEK</td>
</tr>
<tr>
<td>16</td>
<td>6/29/20</td>
<td>June 30 WORK WEEK</td>
<td>June 31 WORK WEEK</td>
</tr>
<tr>
<td>17</td>
<td>7/6/20</td>
<td>GROUP PROJECTS June 30 11:30 a.m.</td>
<td>GROUP PROJECTS June 2 1:30 p.m.</td>
</tr>
<tr>
<td>18</td>
<td>7/13/20</td>
<td>July 14 BREAK</td>
<td>July 16 BREAK</td>
</tr>
<tr>
<td>18</td>
<td>7/20/20</td>
<td>Date TBD Graduation</td>
<td>Date TBD Graduation</td>
</tr>
</tbody>
</table>

Allow 90 minutes for all virtual sessions. All times listed are Central Time.