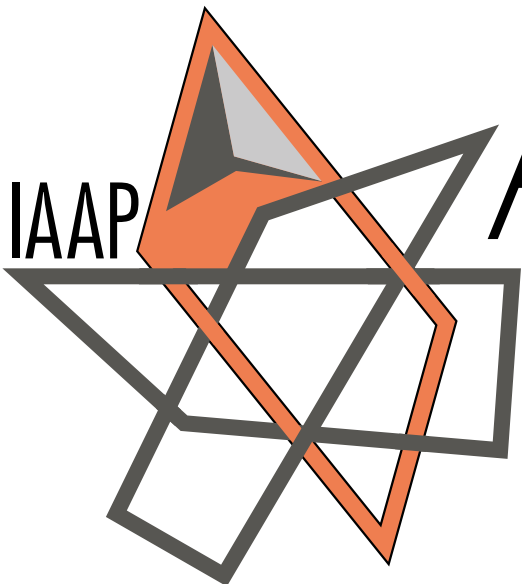


2021



ACADEMY

FOUNDATIONS  
OF LEADERSHIP

# FOUNDATIONS OF LEADERSHIP



**FOUNDATIONS OF LEADERSHIP**, formerly known as Leadership Academy, is a 17-week exploration to discover your personal leadership identity. Through a combination of relevant content, 1:1 coaching, and mentor and peer connections, you'll develop the leadership mindset to truly own your value.

## WHAT'S INCLUDED

- Small cohorts for personalized and customized learning opportunities
- 2 1/2 days of a highly engaging, transformational on-line learning experience
- Graduation ceremony and reception at Summit 2021
- 17 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
- 360 Feedback Survey
- Virtual learning kit, which includes a participant workbook, additional materials, assessments, assignments, and group projects for experiential and engaging learning (completion of all assignments is a requirement for graduation)
- Graduates become part of the IAAP Academy Alumni community for continued connection and engagement after the program concludes
- 40 CAP Recertification Points for IAAP CAP designees

## 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

### 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

## REGISTRATION DETAILS

Early bird pricing is \$1,599 for members, \$1,899 for non-members, and ends 1/15/2020. Regular pricing is \$1,749 for members, and \$2,049 for non-members.

# REGISTER TODAY!

SCHEDULE



# FOUNDATIONS OF LEADERSHIP

## SCHEDULE

WEEK NUMBER	WEEK OF	COHORT 1	COHORT 2
1	3/22/21	March 22-24 Live Sessions	March 22-24 Live Sessions
2	3/29/21	WORK WEEK	WORK WEEK
3	4/5/21	April 6 11:30 a.m.	April 8 1:30 p.m.
4	4/12/21	WORK WEEK	WORK WEEK
5	4/19/21	April 20 11:30 a.m.	April 22 1:30 p.m.
6	4/26/21	WORK WEEK	WORK WEEK
7	5/3/21	May 4 11:30 a.m.	May 6 1:30 p.m.
8	5/10/21	WORK WEEK	WORK WEEK
9	5/17/21	May 18 11:30 a.m.	May 20 1:30 p.m.
10	5/24/21	WORK WEEK	WORK WEEK
11	5/31/21	June 1 11:30 a.m.	June 3 1:30 p.m.
12	6/7/21	WORK WEEK	WORK WEEK
13	6/14/21	June 15 11:30 a.m.	June 17 1:30 p.m.
14	6/21/21	WORK WEEK	WORK WEEK
15	6/28/21	Group Projects 1 Session	Group Projects 1 Session
16	7/5/21	BREAK	BREAK
17	7/12/21	Date TBD Graduation at Summit 2021	Date TBD Graduation at Summit 2021



**REGISTER TODAY!**

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