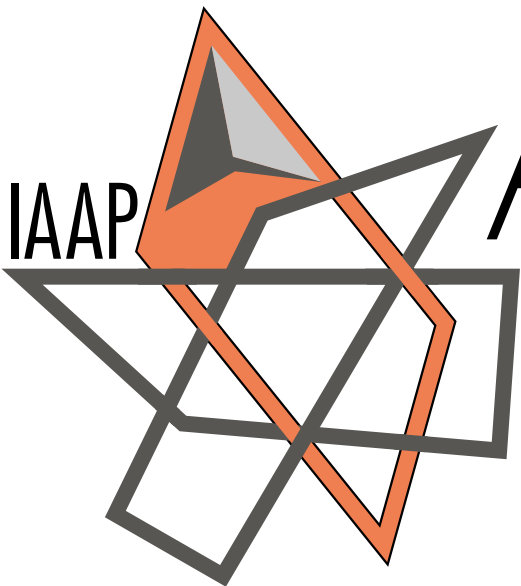


NO

NO

NO

NO



ACADEMY

FOUNDATIONS
OF LEADERSHIP

FOUNDATIONS OF LEADERSHIP



FOUNDATIONS OF LEADERSHIP, formerly known as Leadership Academy, is a 18-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
- 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
- 40 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.

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.

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

REGISTER TODAY!

SCHEDULE

FOUNDATIONS

SCHEDULE

WEEK NUMBER	WEEK OF	COHORT 1	COHORT 2
1	3/16/20	March 16-18 In-Person	March 16-18 In-Person
2	3/23/20	WORK WEEK	WORK WEEK
3	3/30/20	March 31 11:30 a.m.	April 2 1:30 p.m.
4	4/6/20	April 7 WORK WEEK	April 9 WORK WEEK
5	4/13/20	April 14 11:30 a.m.	April 16 1:30 p.m.
6	4/20/20	April 21 WORK WEEK	April 23 WORK WEEK
7	4/27/20	April 28 11:30 a.m.	April 30 1:30 p.m.
8	5/4/20	May 5 WORK WEEK	May 7 WORK WEEK
9	5/11/20	May 12 11:30 a.m.	May 14 1:30 p.m.
10	5/18/20	May 19 WORK WEEK	May 21 WORK WEEK
11	5/25/20	May 26 WORK WEEK	May 28 WORK WEEK
12	6/1/20	June 2 11:30 a.m.	June 4 1:30 p.m.
13	6/8/20	June 9 WORK WEEK	June 11 WORK WEEK
14	6/15/20	June 16 11:30 a.m.	June 18 1:30 p.m.
15	6/22/20	June 23 WORK WEEK	June 25 WORK WEEK
16	6/29/20	June 30 WORK WEEK	July 2 WORK WEEK
17	7/6/20	GROUP PROJECTS July 7 11:30 a.m.	GROUP PROJECTS July 9 1:30 p.m.
18	7/13/20	July 14 BREAK	July 16 BREAK
18	7/20/20	Date TBD Graduation	Date TBD Graduation



REGISTER TODAY!

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