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
- Recognize the components of emotional intelligence
- Identify emotions in face-to-face and virtual interactions
- 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!
## FOUNDATIONS SCHEDULE

<table>
<thead>
<tr>
<th>WEEK NUMBER</th>
<th>WEEK OF</th>
<th>COHORT 1</th>
<th>COHORT 2</th>
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<tr>
<td>1</td>
<td>3/16/20</td>
<td>March 16-18 In-Person</td>
<td>March 16-18 In-Person</td>
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<tr>
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<td>3/23/20</td>
<td>WORK WEEK</td>
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<td>April 9 WORK WEEK</td>
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<td>18</td>
<td>7/20/20</td>
<td>Date TBD Graduation</td>
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Allow 90 minutes for all virtual sessions. All times listed are Central Time.