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
- 25 CAP Recertification Points for IAAP CAP designees

WHERE
IN-PERSON LOCATION
MARCH 18-20, 2019
InterContinental San Diego
901 Bayfront Court
San Diego, CA 92101
Hotel Details
Lunch included
Hotel Rates:
$209 Single/Double

REGISTRATION DETAILS
Early bird pricing is $1,499 for members, $1,799 for non-members, and ends 1/31/2019. Regular pricing is $1,649 for members, and $1,949 for non-members.

WHAT YOU’LL LEARN
ESTABLISHING YOUR PERSONAL BRAND
• Develop a personal brand that supports your professional goals and career success
• Build and manage your brand to achieve your goals and success in your career

CRITICAL THINKING
• Discover the four phases of critical thinking
• Identify approaches to thinking more critically
• Integrate critical thinking approaches to minimize impulsive responses and improve strategic alignment
• Overcome obstacles to critical thinking
• Discuss barriers to critical thinking

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 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 Capitol, the criteria and currency that shapes your interpersonal influence
• Practice your skills at assessing the role situational context plays at shaping how others perceive and receive their 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
• Learn and practice the process of Interest Based Negotiation
• 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

REGISTER TODAY!
### Schedule

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

<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>3/18/19</td>
<td>March 18-20 In-Person</td>
<td>March 18-20 In-Person</td>
</tr>
<tr>
<td>2</td>
<td>3/25/19</td>
<td>WORK WEEK</td>
<td>WORK WEEK</td>
</tr>
<tr>
<td>3</td>
<td>4/1/19</td>
<td>April 2 11:30 a.m.</td>
<td>April 4 1:30 p.m.</td>
</tr>
<tr>
<td>4</td>
<td>4/8/19</td>
<td>WORK WEEK</td>
<td>WORK WEEK</td>
</tr>
<tr>
<td>5</td>
<td>4/15/19</td>
<td>April 16 11:30 a.m.</td>
<td>April 18 1:30 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>4/22/19</td>
<td>WORK WEEK</td>
<td>WORK WEEK</td>
</tr>
<tr>
<td>7</td>
<td>4/29/19</td>
<td>April 30 11:30 a.m.</td>
<td>May 2 1:30 p.m.</td>
</tr>
<tr>
<td>8</td>
<td>5/6/19</td>
<td>WORK WEEK</td>
<td>WORK WEEK</td>
</tr>
<tr>
<td>9</td>
<td>5/13/19</td>
<td>May 14 11:30 a.m.</td>
<td>May 14 1:30 p.m.</td>
</tr>
<tr>
<td>10</td>
<td>5/20/19</td>
<td>WORK WEEK</td>
<td>WORK WEEK</td>
</tr>
<tr>
<td>11</td>
<td>5/27/19</td>
<td>May 28 11:30 a.m.</td>
<td>May 30 1:30 p.m.</td>
</tr>
<tr>
<td>12</td>
<td>6/3/19</td>
<td>WORK WEEK</td>
<td>WORK WEEK</td>
</tr>
<tr>
<td>13</td>
<td>6/10/19</td>
<td>June 11 11:30 a.m.</td>
<td>June 13 1:30 p.m.</td>
</tr>
<tr>
<td>14</td>
<td>6/17/19</td>
<td>WORK WEEK</td>
<td>WORK WEEK</td>
</tr>
<tr>
<td>15</td>
<td>6/24/19</td>
<td>GROUP PROJECTS</td>
<td>GROUP PROJECTS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 25 11:30 a.m.</td>
<td>June 27 1:30 p.m.</td>
</tr>
<tr>
<td>16</td>
<td>7/1/19</td>
<td>BREAK</td>
<td>BREAK</td>
</tr>
<tr>
<td>17</td>
<td>7/8/19</td>
<td>BREAK</td>
<td>BREAK</td>
</tr>
<tr>
<td>18</td>
<td>7/15/19</td>
<td>Date TBD Graduation</td>
<td>Date TBD Graduation</td>
</tr>
</tbody>
</table>