



ACADEMY

FOUNDATIONS OF LEADERSHIP



2019

19

FOUNDATIONS OF LEADERSHIP 2019

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

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.

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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 Capital, 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

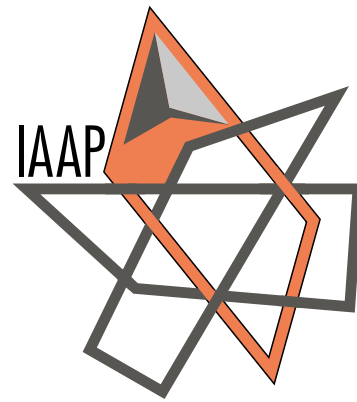
NEGOTIATION & CRUCIAL CONVERSATIONS

- 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

SCHEDULE

REGISTER TODAY!

FOUNDATIONS OF LEADERSHIP SCHEDULE



NOV

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

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