

2017



iaap

LEADERSHIP ACADEMY

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IAAP LEADERSHIP ACADEMY 2017

Join a select group of IAAP members in the IAAP Leadership Academy. This comprehensive leadership training program spans 16 weeks (July 22 – November 9) and features inspiring, cutting-edge curriculum designed specifically for the ambitious administrative professional. It's limited to only 50 participants, so register today!

IAAP Leadership Academy 2017 is made possible by a generous grant from The Foundation of IAAP

The IAAP Leadership Academy kicks off in conjunction with IAAP Summit 2017* in New Orleans, Louisiana, with a casual Connections & Cocktails on July 21 and a day of interactive learning on July 22. These intimate events allow you to meet faculty and fellow students personally before diving into a structured, virtual learning environment from the comfort of your own home or office.

IAAP Leadership Academy Includes:

- Friday night Connections & Cocktails.
- Full-day of in-person learning in New Orleans, Louisiana (attendance is required to participate in Leadership Academy).
- \$300 discount** to IAAP Summit.
- 16 weeks (**July 22 - Nov. 9**) of virtual learning and collaboration, exclusive IAAP Leadership Academy curriculum, and interactive learning segments.
- **Two** one-on-one, hour-long coaching calls with IAAP Leadership Academy faculty (each a \$250 retail value).
- Monthly small group mentoring sessions with prior graduates of the IAAP Leadership Academy.
- Participant workbook, assessments, assignments, and group projects for experiential and engaging learning (completion of these assignments is a requirement for graduation).
- Dedicated online discussion forum for networking and additional co-learning opportunities.
- 25 IAAP **CAP** Recertification Points for active IAAP **CAP** holders.
- Inspiring and cutting-edge curriculum, designed specifically for those working in administrative professions.
- Recognition and Completion Certificate.

*IAAP Summit attendance is subject to a separate registration fee.

**Discount is applicable only with a premium or standard registration.

DON'T WAIT.
**REGISTER
TODAY!**



Academy Curriculum

The primary objective of the IAAP Leadership Academy is to adequately prepare individuals working in the office and administrative professions to become strategic business partners in a variety of work environments. **This partnership is critical to performance excellence and organizational success.** This 16-week program is an educational journey designed with you in mind.

Business partnerships learning outcomes

1

Create constructive partnerships

- Pursue constructive partnerships that will improve performance outcomes and support long-term career success
- Understand the benefits of constructive partnerships to both business and career success
- Develop constructive partnerships that are professionally validating

Create a culture of inquiry

- Identify the benefits of relative inquiry
- Understand the four characteristics of a culture of inquiry
- Own your role in creating a culture of inquiry

Think critically

- Explain and understand the four phases of critical thinking
- Integrate critical thinking approaches to think more strategically
- Learn the obstacles to critical thinking

Effective decision-making

- Understand and explain the decision-making process
- Learn decision-making strategies to improve decision quality
- Own the winning combination: decision-making, critical thinking, and a culture of inquiry

Negotiating skills

- Learn why negotiation is necessary in business
- Learn the ABCs of effective negotiation
- Pursue winning solutions through effective negotiation

Leadership effectiveness learning outcomes

2

Leadership styles

- Differentiate between common leadership styles
- Identify your unique leadership style
- Develop additional leadership styles to improve leadership effectiveness

Emotional intelligence

- Understand the role of emotional intelligence in professional and organizational success
- Recognize the emotion in face-to-face and virtual communications
- Apply tools to improve emotional intelligence and build constructive partnerships

Personal strengths and weaknesses

- Identify strengths and weaknesses to better manage career success
- Create feedback mechanisms to evaluate progress toward self-development
- Develop your strengths to achieve professional goals and objectives

Diversity and generational collaboration

- Comprehend multigenerational differences
- Utilize strategies to improve multigenerational collaboration and productivity
- Develop multigenerational relationships and diverse partnerships

Team building strategies

- Understand professional value and importance to organizational teams and outcomes
- Practice methods to improve cohesion and team effectiveness
- Comprehend methods that help groups develop as teams

Building your brand learning outcomes

3

Establish personal values

- Develop an ethical reputation that supports your professional vision and goals
- Learn to integrate new values into your current value system consistent with your professional image

Understand interpersonal communications skills

- Master the “so what” of communications
- Identify multigenerational communication styles
- Utilize multigenerational communication strategies to improve communications between generations

Develop effective listening

- Learn the importance of active listening and its role in enhancing, understanding, and minimizing conflict
- Master the understanding of non-verbal cues to improve business communications

Trust and transparency

- Understand the relationship between trust and fear
- Identify behaviors that build or break trust
- Master the art of building trust with your boss and coworkers

Public speaking

- Understand the importance of public speaking in business success
- Adapt your message to your audience
- Complete a public speaking assignment

Registration Details

Registration is limited to 50 IAAP members. Register early to secure your spot. Early bird pricing is \$1,499 and ends April 30, 2017. Regular pricing is \$1,699; participants also receive a \$300 discount on IAAP Summit 2017 registration. Please note that registrants must attend the in-person event held July 22, 2017 in conjunction with IAAP Summit 2017.

**Cancellations must be received 45 days prior to July 22, 2017 to be eligible for a refund, minus a \$350 processing fee. Cancellations after this date are non-refundable.*