STRATEGIC LEADERSHIP Certificate Program

Empower the leader in you!

Develop your leadership skills with hands-on training and learn:

• The four distinct leadership styles
• How to communicate your vision and align with the strategy of the organization
• The eight-step decision-making process
• How emotional intelligence impacts personal and professional growth

Earn up to 15 RCHs, 1.5 CEUs, or 18 CPE credits • Field of Study: Personal Development

4 PROGRAMS NATIONWIDE in 2016

Register online at www.americanpayroll.org
2016 Strategic Leadership Certificate Program

As constant changes in technology and legislative issues present themselves, it’s important for professionals to adapt to the shifting demands of successful leadership. The world in which we live and work is not static; neither should today’s leaders be.

The Strategic Leadership Certificate Program, offered by APA, understands the dynamic world that leaders face daily and seeks to promote personal and professional growth. This unique two-and-a-half-day program highlights the myriad qualities of positive leadership, including effective communication and decision making.

A comprehensive series of topics, the Strategic Leadership Certificate Program arms you with the knowledge, resources, and skills necessary to face challenges, inspire others, and deliver remarkable results. Upon completion of the course, you’ll receive bona fide credentials that guarantee you have what it takes to lead teams through change in today’s demanding world.

Attendees from previous programs have come from companies such as ADP, Bank of America, Johnson & Johnson, Oakley, Shell Oil Company, and Time Warner Cable.

Course Information and Policies

Your registration includes:

• Course workbook
• Networking continental breakfast and luncheon each day with your instructor and class attendees
• Refreshments during morning and afternoon breaks
• Up to 15 RCHs, 1.5 CEUs, or 18 CPE credits

Schedule: You will receive email confirmation of your registration and class date after your completed form and payment have been received and processed. Registration begins at 8:00 a.m. on the first day. The course is scheduled from 8:30 a.m. to 4:00 p.m. on the first and second day. The third day begins at 8:30 a.m. and ends after lunch.

Travel Arrangements: Attendees are responsible for their own travel arrangements to and from the seminar.

Hotel Accommodations: Room reservations and hotel charges are the responsibility of the individual. Specific class locations will be listed on APA’s website, www.americanpayroll.org, at least 30 days before the seminar date.

Class Transfers and Substitutions: Class transfers will be accepted depending on seating availability. If a participant substitution is needed, please contact Membership Services at (210) 224-6406 to receive a Transfer/Substitution form. Each transfer/substitution is subject to a $45 administrative charge and the difference of the new course price.

Credit for Recertification and Continuing Education: The American Payroll Association is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. APA’s sponsor identification number is 103152. No prerequisites or advance preparation required.

CPE Complaint Resolution Policy: The APA will make every effort to resolve complaints regarding NASBA compliance within a reasonable amount of time and in a confidential manner. A formal complaint must be submitted in writing and must set forth a statement of the facts and the specific remedy sought.

Submit CPE complaints to: American Payroll Association, Attn: Director of Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. Director of Certification: (210) 226-4600.

We have registered with the Texas State Board of Public Accountancy to meet the requirements of the continuing professional education rules covering maintenance of attendance records, retention of program outlines, qualifications of instructors, program content, physical facilities and length of class hours. This registration agreement does not constitute an endorsement by the Board as to the quality of the program or its contribution to the professional competence of the licensee.

Recertification Credit Hours (RCH) are awarded by the APA for pre-approved payroll learning events.
What Kind of Leader Are You? Core Leadership Competencies
Program level: Basic
Prerequisites: None
• What makes a person an effective leader
• What are the differences between a leader and a manager
• Where are your own leadership skills and characteristics

An overview of leadership including historic leaders, styles of leadership, and characteristics/traits/competencies of leaders. Discover the answers to key questions that leaders ask. Learn to see leadership in yourself and others and to develop your effective leadership style.

Seeing Things Differently: Building Vision
Program level: Basic
Prerequisites: None
• Challenge your own vision to build a better environment
• Change your view to understand your organization
• Influence others to help build a vision

Explore the big picture of leadership by building a vision, being innovative, and understanding an organization’s culture. Discover the importance of a long-range view, using creativity, and having external awareness.

It’s the People: Building Leadership Relationships
Program level: Intermediate
Prerequisites: Basic Learning Modules
• Understand yourself and others
• Inspire others and coach followers to excellence
• Create a team that follows where you lead

Realize the importance of self awareness and awareness of others, how the follower impacts the ability to lead, and setting expectations. Get tips on coaching, gaining buy-in, inspiring, and mentoring.

Stop, Look, Listen: Influential Communication
Program level: Intermediate
Prerequisites: Basic Learning Modules
• Use the right words to be an effective leader
• Listen for feedback
• Negotiating the team to “yes”

Do you know what continual and focused listening consists of? What is the importance of speaking and writing clearly and presenting yourself effectively? This workshop covers these topics as well as how to present both positive and negative ideas, look for feedback in all places, and negotiate or get to “yes.”

Nothing’s the Same: Motivating Teams Through Change
Program level: Advanced
Prerequisites: Basic and Intermediate Learning Modules
• Engage followers to embrace change
• Evaluate mistakes and grow from making them
• Build a team that actively seeks change

Learn how to build a team, influence performance, develop individuals, and encourage flexibility.

Yes? No? Maybe? Being a Decision Maker
Program level: Advanced
Prerequisites: Basic and Intermediate Learning Modules
• Delegate for team growth
• Make the tough business decision
• Build your own decision making matrix using the data you have

The leader as the decision maker: empowering people, delegating, and problem solving.

From Plan to Project: The Results Driven Leader
Program level: Advanced
Prerequisites: Basic and Intermediate Learning Modules
• Tame and manage your projects
• Create a plan your team will follow
• Manage time for yourself and your team

Uncover the skills behind effective project and time management. Learn to run effective meetings, process and prioritize projects, and measure results.

Happy or Sad, Excited or Mad: Understanding Emotional Intelligence
Program level: Advanced
Prerequisites: Basic and Intermediate Learning Modules
• See team members from an emotional perspective
• Understand how to resolve (and avoid) conflicts
• Lead each person as an individual and as a total team

Understand the total person – not just the nine-to-five employee – that you are leading.

Staying Sharp: Embracing Intellectual Curiosity
Program level: Advanced
Prerequisites: Basic and Intermediate Learning Modules
• Build your intellectual curiosity IQ and be a forever learner
• Recover from mistakes or make mistakes work for you
• Understand learning styles and types of intelligence

Explore the importance of intellectual curiosity, “sharpening the saw,” recovering from mistakes, and resilience.

Values, Ethics, Passion: The Effective Leader
Program level: Advanced
Prerequisites: Basic and Intermediate Learning Modules
• Know your personal leadership style
• Understand your personal values, ethics, and integrity and when they can’t be compromised
• Identify your drive and purpose

Hone your ethics, strengths, passions, and purpose.
Please register me for this Strategic Leadership Certificate Program: (Check the class you wish to attend)

City Date Course Code
- Boston, MA April 18-20 16LCP01C
- Dallas, TX June 8-10 16LCP02C
- Nashville, TN September 28-30 16LCP04C
- San Francisco, CA July 18-20 16LCP03C

Special Dietary Request: Vegetarian Gluten-Free Kosher

1. I am an APA MEMBER $1,195
   Member’s ID:
   (Update your contact information at www.americanpayroll.org)

2. I am a COLLEAGUE of an APA Member $1,295
   (at the same street address)
   Member’s Name:
   Member’s ID:

3. I want to JOIN APA now and register at the member rate.
   Class Registration at Member Rate $1,195
   Annual Membership Dues* $219
   One-time Enrollment Fee $35
   TOTAL $1,449

4. I am NOT an APA Member or Colleague $1,415

Registrant’s Secondary/Home Address

City:

State/Province: Country:

Zip + 4-digit/Postal Code:

Phone: Fax:

Email:

(For official APA communications, registration confirmations, Payroll currently, PAYTECH Digital, and PAYTECH Online)

Payment Information

Payment in U.S. dollars must accompany registration form.

American Express Visa

Discover

MasterCard

Visa

Three Enrollment Options:

- Online
- Fax
- Mail to address below

www.americanpayroll.org (210) 224-6038

I authorize the API Fund for Payroll Education, Inc. to CHARGE my:

- American Express
- Discover
- MasterCard
- Visa

Card #: Exp. Date: Card is: Corporate Personal

Name on Credit Card:

Signature of Cardholder:

Purchase Order #: (government agencies/universities only)

Make CHECK payable and mail to:

API Fund for Payroll Education, Inc.
c/o American Payroll Association
660 North Main Avenue, Suite 100
San Antonio, TX 78205-1217

Phone: (210) 224-6406 M - F, 8 a.m. - 6 p.m. CT

apa@americanpayroll.org

Registration Confirmation & Specific Seminar Locations

You will receive an email confirmation of your registration and class date after your completed form and payment have been received and processed. Specific class locations will be listed on APA’s website, www.americanpayroll.org, at least 30 days before the seminar date. If you have not received a confirmation email one week prior to your seminar, please contact Membership Services at the number above.

Last updated March 7, 2016