

AMERICAN PAYROLL ASSOCIATION

2019 STRATEGIC LEADERSHIP

CERTIFICATE PROGRAM

Preparing leaders for
today and tomorrow!

Two Programs in 2019!

APRIL 3-5
SAN ANTONIO, TX

JULY 10-12
NASHVILLE, TN

**AMERICAN
PAYROLL
ASSOCIATION**

Register online at www.americanpayroll.org

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



2019 **STRATEGIC LEADERSHIP** CERTIFICATE PROGRAM

With interactive discussions and hands-on training, strive to be a dynamic leader by:

- Communicating your vision and aligning it with the organizational strategy
- Seeking self-awareness and understanding the impact of emotional intelligence
- Building relationships and successfully interacting with multiple generations
- Developing a personal branding statement
- Managing change in an ever-changing climate

As constant changes in technology and legislative issues present themselves, it's **crucial 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 decisive leadership**, including effective communication and decision making.

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 have the required skills to lead teams** through today's ever-changing environment.

Attendees from previous programs have come from companies such as Cox Enterprises, DaVita, Cisco Systems, and Kaiser Permanente.

LEARNING MODULES*



MODULE 1: INTRODUCING CORE LEADERSHIP COMPETENCIES

Leaders — and aspiring leaders — are all concerned with developing the competencies needed to become a more effective leader. Identify the core competencies that define a great leader and how to adapt your leadership style to improve effectiveness.



MODULE 2: THE VALUE OF THE VISION

Leadership qualities include thinking about and developing a vision for the future. Leaders share a dream and direction that others want to accept and follow. Beyond written organizational mission and vision statements, discover how the leadership vision floods the workplace through the actions, beliefs, values, and goals of the organization.



MODULE 3: BUILDING AND MAINTAINING RELATIONSHIPS

Good working relationships are imperative to our professional circles. Effective inter-personal relationships with customers, suppliers, employees, and key stakeholders contribute to the foundation of success and satisfaction with your job and your career. Identify how behavior and leadership styles help develop strong teams, and how to strengthen and maintain relationship building.



MODULE 4: COMMUNICATING EFFECTIVELY AND CONFIDENTLY

Being an effective communicator is one of the essential skills you must develop to succeed and grow in your career. As you rise in responsibility, your ability to deliver clear messages effectively and confidently is vital. Discover how your communications skills will impact the way you are perceived, and how they will play a large part in your credibility and promotability to senior roles.



MODULE 5: LEADING THE TEAM THROUGH CHANGE

Leaders have a critical role in making change happen. Leaders of teams, projects, departments, and other functions are in a unique and powerful position to translate the vision from the C-Suite to the ground troops and help direct reports navigate the emotions of change and transition. Your goal is to generate alignment and commitment for the change effort to be successful.



MODULE 6: EFFECTIVE DECISION-MAKING

It is inevitable that leaders, no matter what type, will be faced with making many different decisions. Start to improve your decision-making skills by focusing more on the process that leads to the decision, rather than on the decision itself.

* Learning Modules subject to change without notice.

LEARNING MODULES *CONTINUED*
**MODULE 7:
DELIVERING RESULTS**

Knowing precisely what you want to achieve helps gain the desired results of any business project. Establish the steps required to define your project objectives, clarify the scope of what needs to be accomplished, and develop the plan to execute it. Avoiding project planning with the attempt to save time or money will only produce additional headaches.


**MODULE 8:
UNDERSTANDING THE
EMOTIONAL IMPACT**

Everyone experiences emotions, but few can accurately identify them as they occur.

Recognize your own triggers and emotions as well as those of others. Discern between different feelings and label them appropriately by using your emotional intelligence to guide your thinking and behavior. Discover how managing or adjusting your emotions can help you achieve your goals.


**MODULE 9:
INTERACTING WITH
MULTIPLE GENERATIONS**

Generational diversity has excellent potential — growing and learning from each other's ideas and experiences — but the potential for conflict and misunderstanding is ever-present. Understanding the attributes of each generation is essential for leaders to harness different working styles, boost collaboration and creativity, and provide insights to engage the entire workforce.


**MODULE 10:
LEADING AUTHENTICALLY**

Authentic leaders are self-aware, knowing their strengths, limitations, and emotions.

They recognize their biases, embrace diverse thinking styles, promote inclusive leadership, and build cross-cultural awareness among teams. Made from the heart, decisions create honest relationships, trust, and support. Authenticity improves individual and team performance and builds strong character.

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 Customer Service at (210) 224-6406 to receive a Transfer/Substitution form. Each transfer/substitution is subject to a \$55 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. Delivery method: Group-Live. Course level: Overview. Field of Study: Personal Development = 18 CPE credits

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: Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. 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.

2019 Strategic Leadership Certificate Program | Registration Form

Register online: www.americanpayroll.org/LCP.html

1 Registration

I would like to:

Register for the following Certificate Program:

DATE	CITY	COURSE CODE
<input type="checkbox"/> April 3-5	San Antonio, TX	19LCP01C
<input type="checkbox"/> July 10-12	Nashville, TN	19LCP02C

I am an APA MEMBER.....\$1,299
ID# _____

I am a COLLEAGUE of an APA Member (at the same street address).....\$1,419
Colleague's ID #: _____
Member's Name: _____
Member's ID #: _____

I would like to join APA now AND register at the member rate.....\$1,588

Class Registration Fee at Member Rate\$1,299
Annual Membership Dues*\$254
One-Time Enrollment Fee\$35
TOTAL\$1,588

I am not an APA Member or Colleague. ID# (if known).....\$1,549

2 Registrant Information (please print)

Registrant's Primary Address

Name: Ms. Mr. _____

Title: _____

Organization: _____

Street Address: _____

City: _____

State/Province: _____ Country: _____

Zip + 4-Digit/Postal Code: _____ + _____

Phone: _____ Fax: _____
(Area/Country Code) (Area/Country Code)

Email: _____

(For official APA communications, registration confirmations, Payroll Currently, and PAYTECH-Digital)

Please indicate if you are: CPA PA (For NASBA reporting purposes)

Special Dietary Request: Vegetarian Gluten-free
 Kosher Vegan Dairy Allergy
 Peanut Allergy Shellfish Allergy

Needed for new member enrollment

Birth date: _____ / _____ / _____

Registrant's Secondary/Home Address

Street Address: _____

City: _____

State/Province: _____ Country: _____

Zip + 4-Digit/Postal Code: _____ + _____

Phone: _____ Fax: _____
(Area/Country Code) (Area/Country Code)

Email: _____

3 Payment Information

Payment in U.S. dollars must accompany registration form.
Currency Converter: www.xe.com

Three Enrollment Options:

Online **Fax** **Mail**
www.americanpayroll.org/LCP.html (210) 224-6038 To address below

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

American Express Discover MasterCard Visa

Card is: (check one) Corporate Personal

Card #: _____

Exp. Date: _____ CVV Code: _____

Name on Credit Card: _____

Signature of Cardholder: _____

I agree to the cancellation policies found at www.americanpayroll.org.

Purchase Order #: _____ (for government agencies/universities only)

Make CHECK payable and mail to:

American Payroll Association

660 North Main Avenue, Suite 100

San Antonio, TX 78205-1217

Email: apa@americanpayroll.org • **Visit:** www.americanpayroll.org

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

If you require special services, please call Customer Service at least 14 days in advance of the event.

Have you ever:

Purchased something from the APA? Yes No

Had a membership with the APA? Yes No

If yes, what name was it under? _____

What was the company name? _____

*Dues are subject to change without notice and are nonrefundable. Membership is on an individual basis; corporate memberships are not available. 100% of APA membership dues are deductible as an ordinary business expense.

Registration Confirmation and 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 Customer Service at the number above.

Last updated: January 2019

EMT: 9V

For office use only:

Date: _____ Order #: _____ Batch #: _____

Group #: _____ Check #: _____ C/P: _____ Total: \$ _____