

# LEAD PROGRAM: STEPS FOR IMPLEMENTING PHASE I INTRODUCTION & DEFINITIONS

## **STEPS FOR IMPLEMENTING PHASE I: THE WAY OF HONOR**

*This resource is designed as an overview of Phase I to be used as a resource along with the LEAD Chairman's manual and other LEAD resources. A condensed checklist has been provided in each section to assist in your implementation of Phase I.*

## **DEFINITIONS**

### **THE MISSION OF SIGMA NU FRATERNITY, INC.**

*To develop ethical leaders inspired by the principles of Love, Honor and Truth.*

*To foster the personal growth of each man's mind, heart and character.*

*To perpetuate lifelong friendships and commitment to the Fraternity.*

### **THE VISION OF SIGMA NU FRATERNITY, INC.**

*Excelling with Honor*

The words **L**eadership, **E**thics, **A**chievement and **D**evelopment all have a special meaning in this program.

**L**eadership means having a vision, a sense of direction. It also means being able to focus that direction on special ways to get you there. It includes helping others to have influence, power and initiative to support making the "trip" successful.

**E**thics for us means putting Love, Honor and Truth into practice in every aspect of our life.

**A**chievement includes setting high standards of excellence for one's own performance, being strongly motivated through personal goals and wanting feedback to correct the course of our endeavors.

**D**evelopment has the special meaning of commitment to continuing improvement for self, others, chapter and the General Fraternity. We may not be perfect, but we should strive to reach our fullest potential.

**PHASE I: THE WAY OF HONOR IS YOUR CANDIDATE EDUCATION PROGRAM.** Phase I of the LEAD Program establishes a foundation of knowledge for all Candidates including Sigma Nu's history, mission, why it exists and its structures and policies. As participants progress through each of the sessions, they will begin to understand who they are as men, leaders and brothers. Phase I of the LEAD Program is an all-encompassing Candidate Education Program. It is meant to give Candidates a foundation of Sigma Nu history, ethics, values, leadership and teamwork.

# LEAD PROGRAM: STEPS FOR IMPLEMENTING PHASE I

## COMMITMENT , PROMOTION, RECOGNITION AND REINFORCEMENT

### COMMITMENT

*As an Executive Board and Chapter, you need to commit to implementing the LEAD Program and giving it the time and attention it needs to be successful.*

- \_\_\_\_\_ As an Executive Board, make a commitment to implementing Phase I as the basis of the chapter's Candidate Education Program.
- \_\_\_\_\_ Ensure the Marshal understands the program and is committed to Phase I.
- \_\_\_\_\_ Explain Phase I to the entire chapter membership. Walk them through the login process to access online portions of the program and show them how an online session works.
- \_\_\_\_\_ On a consistent basis, share information regarding LEAD with the chapter (flyers, calendar, upcoming sessions and facilitators).
- \_\_\_\_\_ Gain support of the Chapter Advisor and other key influential leaders in the chapter.
- \_\_\_\_\_ Determine an implementation schedule (frequency of sessions – weekly, bi-weekly, monthly in batches, other).

### PROMOTION

*Keep LEAD at the forefront of your chapter activities by promoting the program. By doing this you are helping build the respect that others will have for the program.*

- \_\_\_\_\_ Be positive when talking about LEAD with brothers in the chapter. The Candidates will take their attitude from you.
- \_\_\_\_\_ In chapter each week, highlight how Phase I went. Share something specific that happened or a positive point from that week's session. This will help the program build respect from other members in the chapter.
- \_\_\_\_\_ Explain WHAT the participants will learn from each session. This is crucial to building interest in the sessions.
- \_\_\_\_\_ With permission, occasionally share a reflection question response from a Candidate with brothers in the chapter.

### Recognition

*Members need to feel good about the commitment they have made to improve themselves and the chapter. Take time to recognize those who participate.*

- \_\_\_\_\_ Four weeks prior to the conclusion of Phase I, order LEAD certificates for Candidates who complete 80%+ of Phase I sessions. To do so, contact Headquarters, (540) 463-1869, and be prepared to provide a listing of the Candidates' names.
- \_\_\_\_\_ Recognize those Candidates who have perfect attendance in Phase I publicly at chapter meetings. Make it a big deal.
- \_\_\_\_\_ Take the opportunity to talk to Candidates individually and thank them for their participation.

### Reinforcement

*Take advantage of "teachable moments," where you can highlight how LEAD has helped the chapter or individuals.*

- \_\_\_\_\_ Highlight how LEAD has helped older members by having them share their stories with the Candidates.
- \_\_\_\_\_ Highlight how LEAD has helped individual Candidates by having them share their stories within the Candidate class.
- \_\_\_\_\_ Highlight how LEAD has helped the chapter as a whole by sharing stories.
- \_\_\_\_\_ When appropriate, talk up the program informally and formally (in casual conversation with Candidates, during recruitment).

# LEAD PROGRAM: STEPS FOR IMPLEMENTING PHASE I STRUCTURE

## STRUCTURE

*The LEAD Program needs the proper structure in place to succeed. Take the time before the semester starts to build the structure.*

- \_\_\_\_\_ Elect a LEAD Chairman. This should be one of your chapter's most outstanding members. They are helping shape the future of the chapter. They will manage the overall LEAD Program in your chapter.
- \_\_\_\_\_ Ensure the Marshal and LEAD Chairman have reviewed all available Phase I resources (Marshal and LEAD Chairman's manuals, LEAD portions of the Sigma Nu web site, online portions of Phase I sessions).
- \_\_\_\_\_ Establish the chapter's LEAD Committee and its meeting schedule. They should meet regularly to assist with the planning and execution of Phase I sessions, the recruitment of guest facilitators, and the promotion of the phase to the Candidates.
- \_\_\_\_\_ Enlist the help of the Chapter Advisor, LEAD Advisor or College/University staff member in serving on the LEAD Committee.
- \_\_\_\_\_ Meet with the Greek Advisor and other campus administrators to identify possible guest facilitators for Phase I sessions.
- \_\_\_\_\_ Compile a list of possible guest facilitators
- \_\_\_\_\_ Decide on the day, time and location Phase I facilitated sessions will be held. These should be conducted on a separate day from regular Candidate Class meetings.
- \_\_\_\_\_ Announce the LEAD schedule to the Candidate Class early in the semester to provide ample notice for the completion of online portions of the program in preparation for the facilitated sessions.
- \_\_\_\_\_ Ensure all Candidates are registered via the Members Area and approved by the Commander/Recorder as soon as possible after receiving their bid and becoming a Candidate. A Members Area account is necessary to log into the online Phase I sessions.

## THE LEAD COMMITTEE AND PHASE I

### ▪ Phase I: The Way of Honor

- **Marshal:** Responsible for Phase I.
- **LEAD Chairman:** Responsible for the overall LEAD Program in the chapter.
- **LEAD Committee:** This committee should consist of the Commander, Marshal, LEAD Chairman, LEAD Advisor/Coach (alumnus) and multiple brothers serving in at-large positions.
  - The committee will assist with planning, recruiting facilitators and other programming responsibilities.

The Marshal should have the general responsibility for managing Phase I of the LEAD Program. In this capacity, he should:

1. Coordinate with the LEAD Chairman and/or LEAD Advisor to plan for each session, recruit facilitators and set time schedules and locations.
2. Ensure the completion of the online portion of each session by Candidates in advance of the facilitated sessions.
3. Ensure the attendance of Candidates at all facilitated sessions.
4. Provide any necessary resources and materials for the facilitated sessions (flipcharts, markers, special resources from Headquarters for specific sessions, additional handouts).

The LEAD Committee provides assistance to the phase managers. In this role, they should:

1. Ensure needed materials and correspondence from Headquarters are available and in place.
2. Ensure the meeting room is available, and ready, and all equipment and instructional aides are in place.
3. Remind participants to complete the online portion prior to attending the facilitated portion of each session.
4. Ensure the meeting is opened and closed appropriately (quiet reflection, prayer, or the Creed).
5. Assist in recruiting guest facilitators for sessions.
6. Follow up with thank you notes and appropriate gifts to guest facilitators.

# LEAD PROGRAM: STEPS FOR IMPLEMENTING PHASE I PLANNING

## PLANNING

*Success is all about the details. Like all chapter programs, the LEAD Program requires close attention to detail and proper planning.*

- \_\_\_\_\_ Download the LEAD Program Facilitator Manual early and familiarize yourself with the program and facilitated session guidance notes.
- \_\_\_\_\_ Explain to Candidates the expectation of completing the online portion of individual sessions prior to attending the facilitated session (login via the Members Area, complete the session, print off and bring any relevant handouts, worksheets and quiz results to the facilitated session).
- \_\_\_\_\_ Identify possible guest facilitators and ask if they would be interested in assisting with LEAD.
- \_\_\_\_\_ Contact possible guest facilitators to find out about their interest and availability.
  - a. Once each facilitator is confirmed, provide them with the facilitator guidance notes for the session they will be facilitating. Also provide them access to the online portion of the program for their review.
- \_\_\_\_\_ Meet 2-3 weeks before the semester begins to plan LEAD Phase I for the entire semester or at least the first half of the semester.
- \_\_\_\_\_ Decide on a time, place and day for the LEAD Committee to meet on a regular basis.
- \_\_\_\_\_ Use the LEAD Facilitator Manual to deliver a high quality program. Each facilitated session has step-by-step facilitator guidance notes. The session guidance notes make the sessions interactive and discussion-based.
- \_\_\_\_\_ Take time to prepare for LEAD sessions, it is essential to your success.
- \_\_\_\_\_ Locate an outdoor teams course in your area. You will need to reserve this at least a month ahead of time. The teams course is designed for Session 3: Leadership & Working in Groups.
- \_\_\_\_\_ Decide when you will hold the two Candidate Class retreats.
- \_\_\_\_\_ Attend the Sigma Nu Institute in your area.
- \_\_\_\_\_ Get respected brothers in the chapter to assist with select sessions (Fraternity, History, International Organization & Chapter Operations, and Ritual: The End...The Beginning).

## SESSION FORMAT

All sessions for Phase I of the LEAD Program have two (2) distinct components.

1. Online portion: Accessed via the Members Area of [www.sigmanu.org](http://www.sigmanu.org) and completed by Candidates on an individual basis.
  - a. Participants are expected to log in and complete the online portion of each session prior to attending the facilitation. Online sessions are self-paced and may take anywhere from 20-60 minutes to complete, depending on the user. During the online portion of the session, participants will engage the session content in an interactive format that includes videos, audio voiceovers, activities, handouts, journaling exercises and quizzes.
    - i. Participants are expected to print all relevant handouts from the online portion to bring to the facilitated portion.
    - ii. Completing this portion of the session will provide a knowledge base from which the participants will relate and build upon in the facilitated portion.
    - iii. Facilitator access to the online portion, of any phase or session, for non-members is available by contacting [headquarters@sigmanu.org](mailto:headquarters@sigmanu.org) or (540) 463-1869.
2. Facilitated portion: Completed in a workshop/discussion setting which is attended by all phase participants.
  - a. Participants are expected to attend the facilitated portion of the session. This should be scheduled and announced in advance to allow time for participants to engage the online portion of the session.
    - i. Completion of the online portion builds a base of knowledge from which participants can relate to the interactive, hands-on, and application approach of the facilitated portion.
    - ii. Guest facilitators are highly encouraged for every session of the program. Guest facilitators could take the form of alumni; College/University faculty, staff and administrators; community members; and any “experts” in a field related to the session content.
    - iii. Facilitators should relate the discussions and information presented in the facilitated portion back to the online experience.