

LEAD PROGRAM: STEPS FOR IMPLEMENTING PHASE IV INTRODUCTION & DEFINITIONS

STEPS FOR IMPLEMENTING PHASE II: THE END...THE BEGINNING

This resource is designed as an overview of Phase IV 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 IV.

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.

Leadership 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.

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

Achievement 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.

Development 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 IV: THE END...THE BEGINNING: Phase IV provides an opportunity for graduating members to refine specific skills to be successful in the years immediately following their graduation, as well as an opportunity to continue their committed involvement in the collegiate chapter.

LEAD PROGRAM: STEPS FOR IMPLEMENTING PHASE IV

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 IV as the basis of the chapter's alumni development program (membership development for graduating and senior members).
- _____ Explain Phase IV 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.
- _____ Make implementation of Phase IV a chapter goal for the year.
- _____ Discuss participation in Phase IV with graduating and senior members to ensure commitment and build enthusiasm.
- _____ 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 –bi-weekly over one semester, monthly over the academic year, in batches, other).
- _____ Set a kickoff date for Phase IV and begin with the Phase IV Senior Class Retreat.

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.

- _____ Use a variety of methods (e-mail, posters, announcements, reminder calls) to promote Phase IV.
- _____ In chapter each week, highlight how Phase IV is going. Share something specific that happened or a positive point from a recent 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.
- _____ Promote LEAD by including stories about chapter involvement with LEAD in your chapter's alumni newsletter.

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 IV, order LEAD certificates for members who complete 80%+ of Phase IV sessions. To do so, contact Headquarters, (540) 463-1869, and be prepared to provide a listing of the members' names.
- _____ Recognize those members who have perfect attendance in Phase IV publicly at chapter meetings.
- _____ Take the opportunity to talk to members individually and thank them for their participation.
- _____ Create incentives to reward members who complete 80%+ of Phase IV sessions.

Reinforcement

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

- _____ Highlight how LEAD has helped individual members by having them share their stories.
- _____ Highlight how LEAD has helped the chapter as a whole by sharing stories.
- _____ When appropriate, talk up the program informally and formally.

LEAD PROGRAM: STEPS FOR IMPLEMENTING PHASE IV 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 LEAD Chairman has reviewed all available Phase IV resources (LEAD Chairman's manual, LEAD portions of the Sigma Nu web site, online portions of Phase IV sessions).
- _____ Establish the chapter's LEAD Committee and its meeting schedule. They should meet regularly to assist with the planning and execution of Phase IV sessions, the recruitment of guest facilitators, and the promotion of the phase to second year members.
- _____ 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 IV sessions. Phase IV uses 100% guest facilitators.
- _____ Compile a list of possible guest facilitators.
- _____ Decide on the day, time and location Phase IV facilitated sessions will be held.
- _____ Announce the LEAD schedule to the Phase IV participants 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 Phase IV participants are registered via the Members Area. A Members Area account is necessary to log into the online Phase IV sessions.

THE LEAD COMMITTEE AND PHASE IV

▪ Phase IV: The End... The Beginning

- **LEAD Advisor/Coach or At-Large Member of the LEAD Committee:** Responsible for Phase IV.
- **LEAD Chairman:** Responsible for Phase II and 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 LEAD Advisor/Coach and Senior Brothers should have the general responsibility for managing Phase IV of the LEAD Program. In this capacity, they should:

1. Plan for each session, recruit facilitators and set time schedules and locations.
2. Ensure the completion of the online portion of each session by participants in advance of the facilitated sessions.
3. Ensure the attendance of participants 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, etc.)

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. Following up with thank you notes and appropriate gifts to guest facilitators.

LEAD PROGRAM: STEPS FOR IMPLEMENTING PHASE IV PLANNING

PLANNING

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

- _____ Consider asking another group of seniors (sorority, fraternity, other student organization) to participate in Phase IV with your seniors. They could participate in every facilitated session except the Senior Class retreat.
- _____ Download the LEAD Program Facilitator Manual early and familiarize yourself with the program and facilitated session guidance notes.
- _____ Explain to Phase IV participants 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 IV for the entire semester or year.
- _____ 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.
- _____ Decide when you will hold the Phase IV kickoff and Senior Class retreat.
- _____ Attend the Sigma Nu Institute in your area.
- _____ Get respected brothers in the chapter to assist with select sessions.

SESSION FORMAT

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

1. Online portion: Accessed via the Members Area of www.sigmanu.org and completed by Phase IV participants 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 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.