



LEAD PHASE I IMPLEMENTATION GUIDE

This overview of Phase I is designed 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.

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

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

Development has the special meaning of commitment to continuing improvement for self, others, chapter, and the General Fraternity. Individuals and chapters may not be perfect but should strive to reach their 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.



COMMITMENT

As an Executive Committee 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 Committee, 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 chapter membership.
- 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 for Phase I (frequency of sessions – weekly, bi-weekly, other).

PROMOTION

Keep LEAD at the forefront of your chapter's 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.
- 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.

- A few weeks prior to initiation (or the conclusion of Phase I), order LEAD certificates for Candidates who complete 80%+ of Phase I sessions. To do so, complete and submit this [form](#) (also available on the LEAD Chairman's officer page, www.sigmanu.org/leadchairman).
- 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 by sharing stories.
- When appropriate, talk up the program informally and formally (in casual conversation with Candidates, during recruitment).



STRUCTURE

The LEAD Program needs the proper structure in place to succeed. Take the time before the academic term 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 and will manage the overall LEAD Program.
- Ensure the Marshal and LEAD Chairman have reviewed all available Phase I resources ([Marshal](#) and [LEAD Chairman's](#) officer pages and manuals, [LEAD](#) portions of the Sigma Nu website)
- 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 a College/University staff member in serving on the LEAD Committee.
- Meet with the Fraternity/Sorority 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 sessions will be held. These should be conducted at a separate time from regular Candidate Class meetings.
- Announce the LEAD schedule to the Candidate Class early in the term to ensure attendance.
- 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 access the LEAD [online resource library](#) for participants.

THE LEAD COMMITTEE AND 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 attendance of Candidates at all sessions.
3. Provide any necessary resources and materials for the facilitated sessions (flipcharts, markers, special resources from Headquarters for specific sessions, additional handouts).

The LEAD Committee assists the phase managers. In this role, they should:

1. Ensure needed materials are available and in place.
2. Ensure the meeting room is available, and ready, and all equipment and instructional aides are in place.
3. Ensure the meeting is opened and closed appropriately (quiet reflection, prayer, or the Creed).
4. Assist in recruiting guest facilitators for sessions.
5. Follow up with thank you notes and appropriate gifts to guest facilitators.



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 Phase I Facilitator Manual](#) and familiarize yourself with the program and facilitator guidance notes for each 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.
 - Once each facilitator is confirmed, provide them with the [facilitator guidance notes](#).
- Meet 2-3 weeks before the academic term begins to plan LEAD Phase I for the entire term, or at least the first half of the term.
- 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 that will 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 that could be used for the candidate retreat and/or Session 3: Leadership & Working in Groups.
- Decide when you will hold the Candidate Class retreat.
- Attend the [Sigma Nu Institute](#) in your area.
- Get respected brothers and alumni from 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 are in-person workshops led by a facilitator.
- Sessions are to be held in a workshop/discussion setting which is attended by all phase participants (i.e. candidates).
- Sessions should be scheduled and announced in advance to allow all members of the intended audience to participate.
- Facilitator guidance notes are included for all sessions in this phase and provide a scripted introduction to the session topic/concept, activity instructions, suggested discussion questions, and suggested application and follow-up ideas.
- 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.
 - For Phase I, the Marshal or other appropriate officers (e.g. Chaplain, Risk Reduction Chairman, Commander) may also serve as facilitators for a select number of sessions.
- Facilitators should relate the discussions and information presented in the session back to the participants’ experience in the chapter, on campus, and outside the college/university setting.
- An online resource library of reference and supplemental material related to session topics in this phase is available on the LEAD portion of the Fraternity’s website. This information is made available for facilitators and participants to learn more about the session topic, but advance review is not a requirement for participation in the facilitated session. This resource library has replaced the “online sessions” included in a previous version of the LEAD Program.