

LEAD Phase III Implementation Guide

This overview of LEAD Phase II 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 LEAD Phase III: The Light of Truth.

Definitions

THE MISSION OF SIGMA NU FRATERNITY

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

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 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 III: THE LIGHT OF TRUTH

Phase III offers an opportunity to put into practice the knowledge and skills developed through Phases I and II. This phase takes a "Leadership Lab" approach that drives participants to refine their skills while benefitting their college/university, fraternity/sorority, and local community.

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 LEAD Phase III as part of the chapter's brother development program (personal development and education for initiates).
- Explain Phase III to the chapter membership.
- Make implementation of Phase III a chapter goal for the year.
- Discuss participation in Phase III with third-year 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 for Phase III (frequency of cohort meetings – monthly over the academic year, other).
- Set a kickoff date for Phase III and begin with the Phase III Orientation.

Promotion

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

- At the Phase III kickoff session, have several brothers who have previously completed Phase III share how it impacted them.
- Use a variety of methods to promote Phase III (e.g., text messages, posters, announcements, email).
- Be positive when talking about LEAD with brothers in the chapter.
- In chapter each week, highlight how Phase III 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.
- Explain WHAT the participants will learn from each topic. This is crucial to building interest.
- 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-six weeks prior to the conclusion of the year, order LEAD certificates for Brothers who complete 80%+ of Phase III modules. To do so, complete and submit this [form](#) (also available on the LEAD Chairman's officer page, www.sigmanu.org/leadchairman).
- Recognize those Brothers who have perfect attendance in Phase III publicly at chapter meetings.
- Take the opportunity to talk to Brothers 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 individual participants by having them share their stories.
- Highlight how LEAD has helped the chapter by sharing stories.
- When appropriate, talk up the program informally and formally.

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 LEAD Chairman has reviewed all available Phase III resources (LEAD Chairman's [officer page](#) and [manual](#), 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, execution, and promotion of the phase to third-year members.
- Enlist the help of the Chapter Advisor, LEAD Advisor, or a College/University staff member in serving on the LEAD Committee.
- With the LEAD Coach/Advisor, decide on the day, time, and location Phase III meetings will be held.
- Announce the LEAD schedule to the Phase III participants early in the term to ensure attendance.

The LEAD Committee and Phase III: The Light of Truth

- **LEAD Coach/Advisor:** This alumnus/volunteer will be responsible for Phase III
- **LEAD Chairman:** Responsible for Phase II and the overall LEAD Program in the chapter.
- **LEAD Committee:** This committee should consist of the LEAD Chairman, Marshal, an advisor, and at least two other brothers in the chapter.
 - ▶ The committee will assist with planning, recruiting facilitators, and other logistical responsibilities to promote and conduct the program.

The LEAD Coach/Advisor should have the general responsibility for managing Phase II of the LEAD Program. In this capacity, he is expected to:

- Coordinate with the LEAD Chairman to plan for each session, recruit facilitators, and set time schedules and locations.
- Ensure the attendance of participants at all sessions.
- Provide any necessary resources and materials for the facilitated sessions (flipcharts, markers, additional handouts).

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

- Ensure needed materials are available and in place.
- Ensure the meeting room is available, and ready, and all equipment and instructional aides are in place.
- Ensure the meeting is opened and closed appropriately (quiet reflection, prayer, or the Creed).
- Assist in recruiting guest facilitators for sessions.
- 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 III Coach's Manual](#) early and familiarize yourself with the program and facilitator guidance notes for each session.
- Explain to Phase III participants the expectation of completing the projects for each session prior to attending the facilitated session. Review with participants how to access the topic primers and project instructions in the [online resource library](#) for Phase III.
- Meet 2-3 weeks before the academic term begins to plan LEAD Phase III for the entire term or year.
- Decide on a time, place, and day for the LEAD Committee to meet on a regular basis.
- Use the [LEAD Phase III Coach's Manual](#) to deliver a high-quality program. Each module 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.
- Decide when you will hold the Phase III kickoff and Orientation session.
- Attend the [Sigma Nu Institute](#).
- Get respected brothers and alumni from the chapter to assist with select sessions.

Session Format

- All sessions for Phase III 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.
- 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 modules/topics 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.
- 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.