LEAD Phase IV Implementation Guide

This overview of LEAD Phase IV 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 IV: The End...The Beginning.

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 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.

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 IV as the basis of the chapter's alumni development program (membership development for graduating and senior members).

☐ Explain Phase IV to the chapter membership.

☐ 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 for Phase IV (frequency of sessions –bi-weekly over one semester/quarter, monthly over the academic year, in batches, other).

☐ Set a kickoff date for Phase IV and begin with the Phase IV 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.

☐ Use a variety of methods to promote Phase IV (e.g., text messages, posters, announcements, email).

☐ 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.

☐ Explain WHAT the participants will learn from each session. 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 few weeks prior to the conclusion of the year, order LEAD certificates for Brothers who complete 80%+ of Phase IV sessions. 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 IV 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 IV 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 and execution of Phase IV sessions, the recruitment of guest facilitators, and the promotion of the phase to fourth year and graduating members.

☐ 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 IV sessions.

☐ Compile a list of possible guest facilitators.

☐ Decide on the day, time, and location Phase IV sessions will be held.

☐ Announce the LEAD schedule to the Phase IV participants early in the term to ensure attendance.

The LEAD Committee and Phase IV: The End…The Beginning

▪ **LEAD Advisor 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 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 Advisor and senior brothers should have the general responsibility for managing Phase IV of the LEAD Program. In this capacity, they are expected 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.

- ☐ Consider asking another group of seniors – from a sorority, another fraternity, or other student organization – to participate in Phase IV with your seniors. They could participate in every facilitated session except for the Senior Class retreat.
- ☐ Download the LEAD Phase IV Facilitator Manual early 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 for the session they will be facilitating.
- ☐ Meet 2-3 weeks before the academic term begins to plan LEAD Phase IV 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.
- ☐ Decide when you will hold the Phase IV 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 IV 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 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.
  - ‣ Due to the content in Phase IV, it is suggested that every session use a guest facilitator. Student members are unlikely to have life experience related to the session content as it is largely focused on life after college.
- 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.