

# LEADERSHIP FACILITATOR GUIDE

**DIRECTIONS:** This guide is intended to help you facilitate a new member educational meeting based upon the content that your new member class has presumably completed throughout the previous week in Pi Lambda Phi University. **BOLDED** slide numbers are critical for you to cover; the remaining slides are optional depending on time constraints and the other items that you wish to cover in your meetings. Keep in mind that all "Facilitation Notes" are suggested best practices, with core concepts UNDERLINED and specific comments or questions *ITALICIZED*. Feel free to personalize this as you see fit for your campus and chapter as long as the core ideals that you pass along remain the same. Good luck, and think about keeping a reflection journal so that you can share some valuable feedback with our professional staff and with your chapter advisor!

SLIDE	CONTENT	FACILITATION NOTES
<b>A1</b>	<b>Leadership Defined</b>	<ol style="list-style-type: none"> <li>1. Highlight Leadership branch of Brotherhood Map</li> <li>2. Review the four topics that define our value of Leadership               <ol style="list-style-type: none"> <li>a. Internal Opportunities</li> <li>b. Leverage the External</li> <li>c. Point of View</li> <li>d. The Practice of Leadership</li> </ol> </li> <li>3. <i>What is leadership?</i></li> <li>4. <i>What are the characteristics of a leader?</i></li> <li>5. <i>Who determines the leader and are they necessary?</i></li> <li>6. <i>Why are leaders valuable?</i></li> </ol>
<b>A6</b>	<b>Leadership Development (Fraternity)</b>	<ol style="list-style-type: none"> <li>1. Highlight and discuss the 4 reasons why every Fraternity is a Leadership Development Fraternity</li> <li>2. You can navigate to the Fraternity Advisor website for reference</li> <li>3. Explain to New Members how your chapter presents Leadership Development Opportunities to your brothers</li> <li>4. <i>Can someone be a "leader" without having a formal position?</i></li> </ol>
<b>A7</b>	<b>Your Local Leadership</b>	<ol style="list-style-type: none"> <li>1. Discuss the <u>Executive Board positions</u> and their individual responsibilities with the New Members (they should have some general responsibilities listed on their study sheet)</li> <li>2. Since Officer reports make up a large chunk of chapter meetings, this provides a good transition to the operations of meetings and committees at your Chapter</li> </ol>
<b>A8</b>	<b>Committees and Chairs</b>	<ol style="list-style-type: none"> <li>1. Briefly review the steps to a <u>good meeting agenda</u> and how your chapter meetings take place</li> <li>2. List the <u>formal committees</u> that your chapter has formed along with their responsibilities</li> <li>3. This is a good opportunity to see what committees the New Members are interested in – who will work within the Fraternity and who will not – Try to connect New Members to Brothers who are on the committees they are interested in</li> </ol>
<b>A9</b>	<b>Values Based Recruitment</b>	<ol style="list-style-type: none"> <li>1. Invite New Members to share their journal responses (based on the Recruitment quote in their manual) with the class and discuss their answers</li> <li>2. <u>Remember:</u> The men you recruit today determine the strength and quality of your chapter and its leadership</li> </ol>

		tomorrow. Recruit your leadership!
<b>B5- B6</b>	<b>External Leadership Opportunities</b>	1. How can <u>getting involved</u> outside of the chapter be beneficial to Pilam?
<b>C4</b>	<b>Basic Leadership Conditions</b>	<ol style="list-style-type: none"> <li>1. Highlight and discuss the <u>four basic Leadership Conditions</u>: The Led, The Leader, The Situation, Communication</li> <li>2. Who are <u>the leaders</u> and why?</li> <li>3. Who is being <u>led</u> and to where?</li> <li>4. What is the <u>situation</u> and why are we in it?</li> <li>5. How effective are the <u>communication</u> channels?</li> </ol>
<b>C6</b>	<b>Organizational Awareness or "System's Thinking"</b>	<ol style="list-style-type: none"> <li>1. What is "<u>System's thinking</u>"? <ol style="list-style-type: none"> <li>a. Aims to achieve a desired result by analyzing the different factors at play in a situation (<u>and the environment it's in</u>) and trying to manipulate or work those factors to your advantage in order to achieve the desired result</li> </ol> </li> <li>2. What are some <u>situational factors</u> for planning a spring formal?</li> <li>3. What are some <u>potential problems</u> may be faced?</li> </ol>
<b>D4- D9</b>	<b>The 5 Practices of Exemplary Leadership</b>	<ol style="list-style-type: none"> <li>1. Who is a leader you admire?</li> <li>2. Why do you admire them?</li> <li>3. What does it mean to be a leader?</li> <li>4. <u>Leadership is not a position</u> - it is an action. Being a leader is not something that you are elected or appointed to - it is a label that is conferred based on what you choose to do. Credibility is the foundation of leadership</li> <li>5. <u>Modeling the way</u> is about setting the example and creating credibility through actions that display a commitment to deeply held values and beliefs. The most frequently mentioned admired leaders throughout history and culture all had strong beliefs about matters of principle and an unwavering commitment to a clear set of values.</li> <li>6. To model the way effectively, one must have a clear and authentic understanding of their guiding principles and values. As a leader, everything you say or do tells others how you view the world. When leaders speak about their values and take action, they are speaking for their organization as well as themselves. <ol style="list-style-type: none"> <li>a. What change is required within your organization and how can you model that through your daily actions?</li> </ol> </li> <li>7. Exemplary leaders envision exciting and ennobling possibilities for the future of their organization. <u>Inspiring a shared vision</u> is about gazing across the horizons of time and imagining the exciting opportunities that are in store when the organization arrives at a distant destinations. In many ways, inspiring a shared vision is about living and leading backwards. You create a clear vision of the future and allow that to pull you forward.</li> <li>8. Inspiring a shared vision is about more than creating a vision of your own; it is about enlisting others through a commitment to a future that is rooted in shared values and principles. To inspire a shared vision in others is to help others see how their hopes and dreams align with the vision and future of the</li> </ol>

organization, as people who are self motivated keep working toward a result even when there is no personal reward for them, whereas people who are externally motivated are likely to stop trying when rewards or punishments are removed.

a. What “place” must you go to in order to move your organization forward and inspire your members to great action and commitment to you shared values?

9. All leaders challenge the process since achievement is not possible by keeping things the same. Leaders who challenge the process search for opportunities to innovate, grow, and improve their organizations. They do this by seizing the initiative and encouraging that others do the same. This innovation comes from listening to the varied stakeholders and constituents of an organization. In this sense, innovation is not always about inventing the future, but also being the early adopters of new practices. Leaders who are dedicated to getting extraordinary things done are open to receiving ideas from anyone and anywhere.

10. Challenging the process is not about challenging things for the sake of being difficult, it is about challenging the current reality in order to make things better related to the mission and values of the organization. Though this, leaders are bound to take risks and mistakes. This is acceptable providing that mistakes and failures are opportunities to learn from rather than wasted opportunities and efforts. (Re-evaluate what we are doing regularly and if we don't know why we are doing it then something must be changed, or if the why is irrelevant now)

a. In what ways can you innovate the practices of your organization? What effect can this have on your peers and members?

11. Enabling others to act is about building trust and fostering collaboration. Greater levels of trust within an organization lead to the greater levels of risk taking, change, and energy that is required to keep movements alive. To do this, leader create a climate where people feel in control and are fully engaged by enabling everyone to take ownership of responsibility for the group's success. Leaders role model this by trusting others with responsibilities and creating conditions that allow members to be successful. This instills a confidence in members that is infectious.

12. Hopes, dreams, and visions do not become a reality through the action of a single person. A team effort that is built on solid trust, strong relationships, group collaboration, and individual accountability is necessary to move an organization forward. It is impossible to get extraordinary things done in any organization without enabling others to act. Leaders do this not by hoard power, but rather by giving it away.

a. What can you better do to build the confidence of your members? What effect will this have on the ability of the organization to accomplish its goals?

13. Encouragement allows people to see the benefits of behaviors

		<p>that are aligned with the important shared values of the organization. Leaders who <u>encourage the heart</u> recognize that caring is the heart of leadership and that in order to continue putting in long hours and persist with hard work for the betterment of the organization, people need encouragement and recognition for their efforts.</p> <p>14. This starts with setting high expectations for yourself and others and recognizing the efforts of others. Encouraging others shows that you care about the person as well as the goal. People are more willing to follow and work for leaders they trust and respect. The credibility of leaders goes up when they genuinely care and are personally involved in both the work of the organization and the celebration of the successes related to that work.</p> <p>a. What are some new ways that you can recognize the efforts and work of other brothers in order to motivate and empower them?</p>
<b>D10</b>	<b>SMART Goals</b>	<ol style="list-style-type: none"> <li>1. List and discuss the different pieces to <u>SMAART</u> goals: Specific, Measureable, Agreeable, Realistic, Relevant, and Timely</li> <li>2. What <u>function</u> do goals serve for a group? <ol style="list-style-type: none"> <li>a. Maintain focus &amp; motivation</li> <li>b. Direct behavior</li> <li>c. Define priorities</li> <li>d. Understand needed processes</li> </ol> </li> <li>3. What should you consider when making a goal? <ol style="list-style-type: none"> <li>a. What is important</li> <li>b. How it will affect others</li> <li>c. The needed resources</li> <li>d. How to achieve the goal</li> </ol> </li> </ol>
<b>D11</b>	<b>Conflict Management</b>	<ol style="list-style-type: none"> <li>1. Review and discuss the effectiveness of the CALM approach: Clarify the issue, Address the problem (not the person), Listen to the other side, Manage your way to a resolution</li> <li>2. Does this work well? If not, then why? How can a 3<sup>rd</sup> party help navigate through a conflict? Are there specific ways/policies that your chapter has for dealing with internal conflict? What about your campus/residence halls?</li> <li>3. What are some unhealthy/unsafe ways of <u>managing conflict</u>? Do any of these ways address any aspects of the CALM approach?</li> <li>4. Also how can conflict be constructive, or a good thing? <ol style="list-style-type: none"> <li>a. It usually can prompt positive change, if handled the right way. Invite New Members to share any experiences (or you can use your own) they may have had where conflict was resolved well and actually produce positive results.</li> </ol> </li> </ol>

**Weekly FRACK Discussion**

Have the Courage to Follow Your Convictions

Why is it important for leaders to follow their convictions?

When shouldn't someone follow their convictions? How should they gather alternative plans, strategies, ideas, or perspectives?

To find more about discussion and essay topics visit [www.pilambdaphi.org/vpeducation](http://www.pilambdaphi.org/vpeducation)