



BIG BROTHER & MENTOR

GUIDE BOOK



GUIDELINES & STANDARDS

BIG BROTHERS & ALUMNI MENTORS

The Role:

A Big Brother or Mentor is a sacred and special role, both in the Fraternity and in the individual life of the New Member. First and foremost, being a mentor is an “others-centered” role, which means that the development, health, and well-being of the other person, in this case the New Member, is of highest importance of the mentor. In the event there is a conflict or difference between the development, health, or well-being of the New Member and the activities, goals, or needs of the chapter or the fraternity at large, the mentor must uphold their sacred and special duty to the New Member. By focusing foremost on the New Member and his development, health, and well-being, it creates the necessary trust for a meaningful and transformative relationship.

- **Set the Tone:** Be as clear and transparent as possible. Hold space for the New Member by committing to hear them with compassion and without judgment. Failure and falling short are necessary parts of the learning process. Earning the full trust of the New Member is the foundation of a meaningful mentoring relationship.
- **See the Best:** Look for the best in the New Member. Look for positive potential they may not even see.
- **Show the Way:** The things you do and the way you carry yourself will have a larger impact on the New Member than anything you say. As a leader and mentor, you are your own first follower. If you don't “practice what you preach,” nobody else will.
- **Shine A Light:** When you give somebody else all of the answers, they will not own those solutions as much as if they identify those solutions for themselves.

The Responsibilities:

For each module, the New Member will be asked to reflect on that module's material, which will be identified as “Assess & Prioritize” prompts. Next, they will identify one goal to advance their learning through practical application, which will be labeled as, “Goal Setting & Action Planning” activities. Then, they will take action toward that goal, which is the “Execution” step. Finally, in the “Evaluation” step, each New Member will meet with a Big Brother or Mentor to debrief each of the first three steps (Assess & Prioritize, Goal Setting & Action Planning, and Execution), and to discuss ideas and strategies for further growth.

The expectation is that the meetings are weekly and between 30-45 minutes, although they can be longer if both parties desire.

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In these conversations, you will have the opportunity to practice and master coaching techniques. Contrary to what you may see from athletic coaches, it is not the coach's responsibility to tell the other person what to do. Instead, the best coaches ask good questions to help the other person discover their own answers.

One of the clearest, most straight forward coaching models is the **GROW** model. **GROW** is an acronym for Goal, Reality, Options and Wrap-Up.

Here's how the **GROW** model works in the context of our New Member Education.

Goal: Agree on the goal of the conversation. Discover the outcome the New Member desires by the end of the conversation.

Questions:

- What do you want to talk about this week?
- What is your most pressing goal for this week?
- In what ways do you want to grow related to the topic this week?

Reality: Identify the current status, or reality, of the New Member in relation to the goal he identified.

Questions:

- Tell me about your Assess & Prioritize, Goal Setting & Action Planning, and Execution activities in this module.
- In what ways were you successful?
- In what ways did you come up short or fail?
- What new insights about yourself did you gain in this module?

Options: In this step, brainstorm as many potential solutions as possible, without evaluating or judging any of those solutions in this part of the process.

The objective is to simply generate as many ideas as possible. Although you may have ideas of your own, it is important to allow the New Member to generate as many as possible on their own. If you see some options the New Member is not seeing, do your best to ask questions to allow them to discover those options on their own. Remember: When a person generates an idea, self-interest and ownership in that idea occurs.

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Questions:

- What are your options?
- What else? (A good question to ask many times until there are no additional options being generated.)

Wrap-Up: This last step helps the New Member to commit to a course of action.

Questions:

- What are you going to do and when?
- What challenges or obstacles could you encounter? How might you overcome those obstacles?
- Who can help you in the process?

Conclusion:

It's important in every step of the **GROW** model that the questions not be rapid fire or a rote process of going through the motions, but rather a cadence of questioning that gives the New Member space and time to reflect and think.

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MODULE ONE

WELCOME



IMPLEMENTATION

Agenda and Objectives:

- Introduce yourself. Include background and significant experiences in your life, both as a member of Phi Kappa Theta Fraternity and in general.
- Set expectations for when and where you will meet, as well as how you will communicate outside of meetings. Do you prefer calling, emailing, texting, etc.?
- New Member will discuss their responses to the Module 1 Assess & Prioritize and Goal Setting & Action Planning prompts. This will be a good opportunity to practice steps of the GROW coaching model.
- Discuss Spiritual Development, the main topic for the next module in the New Member Education Program. New Member has been asked to reflect on what Spiritual Development, purpose, and values mean to them. Be prepared to talk about how Phi Kappa Theta Fraternity has played a role in your own Spiritual Development. Reference Phi Kappa Theta Fraternity's End State for Spiritual Development: "Phi Kappa Theta Brothers explore their natural curiosity about spirituality and individual purpose. Phi Kappa Theta's Ritual is a guide to help men develop spiritually. Phi Kappa Theta embraces its Catholic heritage, welcomes diversity, and embodies the moral values upon which it was established."
- In the next module, the New Member will be asked to identify and execute a goal related to their Spiritual Development. You can use the GROW coaching model to help them begin thinking about what that goal may be.

MODULE TWO

OUR MISSION & VISION



IMPLEMENTATION (SPIRITUAL)

Agenda and Objectives:

- New Member will discuss their responses to the Module 2 Assess & Prioritize and Goal Setting & Action Planning prompts.
- The majority of your time together should be spent discussing the Execution activity the New Member completed in this module, which is an excellent opportunity for using the GROW coaching model.
- Discuss Intellectual Development, the main topic for the next module in the New Member Education Program. New Member has been asked to reflect on what Intellectual Development, continuous self-improvement, and lifelong learning mean to them. Be prepared to talk about how Phi Kappa Theta Fraternity has played a role in your own Intellectual Development. Reference Phi Kappa Theta Fraternity's End State for Intellectual Development: "Phi Kappa Theta attracts intellectually motivated men who share a passion for lifelong knowledge, learning and development. Phi Kappa Theta exceeds retention rates, average GPAs and graduation rates of our host institutions by providing an intellectually stimulating environment and consistent standards of academic performance. Phi Kappa Theta challenges members to maximize their lifelong personal and professional development."
- In the next module, the New Member will be asked to identify and execute a goal related to their Intellectual Development. You can use the GROW coaching model to help them begin thinking about what that goal may be.

MODULE THREE

INTELLECTUAL DEVELOPMENT



IMPLEMENTATION (INTELLECTUAL)

Agenda and Objectives:

- New Member will discuss their responses to the Module 3 Assess & Prioritize prompts, as well as a weekly schedule for their Goal Setting & Action Planning prompt. Be prepared to offer feedback and tips on their weekly schedule to help them maximize the goals they identified in the Assess & Prioritize prompts, as well as to perform up to the highest academic standards.
- The majority of your time together should be spent discussing the Execution activity the New Member completed in Module 3, which may have been one of their first experiences with informational interviews/networking.
- Discuss Social Development, the main topic for the next module in the New Member Education Program. The New Member has been asked to reflect on how they have been involved in community service or volunteering in the past, as well as the roles they have taken in groups in the past.

The part of the conversation around the roles the New Member has taken in groups in the past is an excellent opportunity to use the GROW coaching model to help them identify how they can take more active roles in groups in order to affect positive change in their communities and themselves.

- Be prepared to talk about how Phi Kappa Theta Fraternity has played a role in your own Social Development. Reference Phi Kappa Theta Fraternity's End State for Social Development: "Phi Kappa Theta fosters human development through community service and social interaction. Phi Kappa Theta members are socially engaged, recognizing their responsibility to affect positive change in themselves and others. Phi Kappa Theta's values are demonstrated through the actions of our members, who better their communities as citizens in a global society."
- In the next module, the New Member will be asked to identify and execute a goal related to their Social Development, specifically developing their Emotional Intelligence and their Social Intelligence.
- Emotional Intelligence is: "The capacity for recognizing our own feelings and those of others, for motivating ourselves, and for managing emotions in ourselves and in our relationships."
- Social Intelligence is: "The ability to successfully build relationships and navigate social environments."
- You can use the GROW coaching model to help them begin thinking about what that goal may be.

MODULE FOUR

SOCIAL DEVELOPMENT



IMPLEMENTATION (SOCIAL)

Agenda and Objectives:

- New Member will discuss their responses to the Module 4 Assess & Prioritize and Goal Setting & Action Planning prompts.
- The majority of your time together should be spent discussing the Execution activity the New Member completed in Module 4, which is an excellent opportunity for using the GROW coaching model. The New Member was asked to identify and execute one strategy for developing their Emotional Intelligence (EQ) and one strategy for improving their Social Intelligence (SQ).
- Discuss Leadership Development, the main topic for the next module in the New Member Education Program. New Member has been asked to reflect on what the concepts of ethical leadership and servant leadership mean to them. Be prepared to talk about how Phi Kappa Theta Fraternity has played a role in your own Leadership Development. Reference Phi Kappa Theta Fraternity's End State for Leadership Development: "Phi Kappa Theta actively develops the next generation of business, professional, and civic leaders by providing real world experience. Campus organizations, communities and employers worldwide seek Phi Kappa Theta members because they are ethical, value based, and socially responsible leaders. Phi Kappa Theta leaders are known for their ability to inspire and serve others, takes intelligent risks, and learn from their mistakes. Phi Kappa Theta is recognized as society's leadership incubator."
- In the next module, New Member will be asked to identify and execute a goal related to their Leadership Development. You can use the GROW coaching model to help them begin thinking about what that goal may be.

MODULE FIVE

LEADERSHIP DEVELOPMENT



IMPLEMENTATION (LEADERSHIP)

Agenda and Objectives:

- New Member will discuss their responses to the Module 5 Assess & Prioritize and Goal Setting & Action Planning prompts. Help the New Member be brief and concise in this part of the discussion, as the Execution activity will require significant time.
- The majority of your time together should be spent discussing the Execution activity the New Member completed in Module 5, which is for them to discuss and reflect with you how they have or have not demonstrated: *The Seven Key Practices of Servant-Leaders*, the *Seven C's of the Social Change Model of Leadership Development*, and the willingness to embrace discomfort and failure.
- Use the GROW coaching model extensively as they discuss and reflect on their Execution activity. After the next two modules, they will complete their Individual Capstone project, in which they will reflect on and showcase their development across the five areas of development, and reflecting on their Leadership Development offers an opportunity to synthesize and apply many of the other principles they're learning.
- Discuss Fraternal Development, the main topic for the next module in the New Member Education Program. New Member has been asked to reflect on what the concepts of brotherhood, fraternity, and lifelong membership mean to them. Be prepared to talk about how Phi Kappa Theta Fraternity has played a role in your own Fraternal Development, and what lifelong membership means to you.
- This is an excellent opportunity to set the tone for the New Member's lifelong relationship with Phi Kappa Theta Fraternity, so please spend some time preparing thoughtful responses to these questions.
- Reference Phi Kappa Theta Fraternity's End State for Fraternal Development: "Phi Kappa Theta is a committed journey of lifelong brotherhood. Phi Kappa Theta maintains its relevance through a valuable network of collegiate and alumni members. Phi Kappa Theta challenges its members to accept responsibility for all Brothers, their communities and society."
- In the next module, the New Member will be asked to identify and execute a goal related to their Fraternal Development. You can use the GROW coaching model to help them begin thinking about what that goal may be.

MODULE SIX

FRATERNAL DEVELOPMENT



IMPLEMENTATION (FRATERNAL)

Agenda and Objectives:

- In Module 7, New Members will present their Individual Capstone projects, which are reflections on the ways they have grown in the Five Areas of Development over the last six modules, as well as how their plans and strategies for furthering that growth. Emphasize the importance of the Individual Capstone, and stress that the finished product should be a thoughtful and high-quality culmination of the work they have done throughout the New Member Experience. You can use the GROW coaching model to help them refine their ideas for the Individual Capstone.
- New Member will discuss their responses to the Module 6 Assess and Plan prompts. Help the New Member be brief and concise in this part of the discussion, as the Execute activity will require significant time.
- The majority of your time together should be spent discussing the Execute activity the New Member completed for Module 6, which is for them to create a plan for continuing their growth in the Five Areas of Development: Spiritual Development, Intellectual Development, Social Development, Leadership Development, and Fraternal Development.
- Use the GROW coaching model extensively as they discuss and reflect on their Execute activity from Module 6. In the next module, they will complete their Individual Capstone project, in which they will reflect on and showcase their development across the five areas of development, as well as present their plans and strategies for continuing that development.

MODULE SEVEN

INDIVIDUAL CAPSTONE



IMPLEMENTATION

(If the Individual Capstone project is not delivered to/recorded by the Big Brother/Alumnus Mentor.)

Agenda and Objectives:

- This is the final formal meeting between you and your New Member, so the focus of this meeting will be reflective, and the goal is to provide some closure for the formal part of your relationship with the New Member. The New Member has been provided the below questions, and the most important thing you can do is provide positive affirmation of the work they have done the last six modules, as well as to celebrate their completion of their New Member Experience.
 - What have you learned from your time with your Big Brother/Alumnus Mentor?
 - What are your plans for continuing your growth in the Five Areas of Development?
 - What “parting advice” does your Big Brother/Alumnus Mentor have for you?
 - What kind of ongoing support is your Big Brother/Alumnus Mentor prepared to provide?

MODULE EIGHT

GROUP CAPSTONE



IMPLEMENTATION

(To be provided to the collegiate members of the entire chapter)

Agenda and Objectives:

- The Group Capstone project represents Phi Kappa Theta Fraternity's unique history as two organizations coming together as equals. It is of utmost importance that the presentation and the project proposal be received in that same spirit.
 - The presentation IS NOT the time for constructive criticism, negative feedback, or suggestions.
 - The presentation IS the time for highlighting the positives of the proposal, broadening or expanding the proposal's scope, and recognizing the thoughtfulness and work the New Members gave to the proposal.
- The presentation is best delivered during a full, regular meeting of the chapter's membership, which provides the opportunity for the presentation to be received by the greatest number of members.
- Any changes to the implementation of the Group Capstone project should be proposed:
 - After initiation
 - In collaboration with the New Members
 - In the spirit of the original proposal