



NEW MEMBER EDUCATOR

GUIDE BOOK



MODULE ONE

WELCOME

Materials Required:

- Illustrations/visuals of Phi Kappa's, Theta Kappa Phi's, and Phi Kappa Theta's crests
- Poster boards (one per new member, plus one for facilitator)
- Colored pencils, crayons, or markers

Presentation Objectives:

1. Invite an alumnus to discuss the founding history of Phi Kappa Theta Fraternity, as well as the history of the local chapter. (10-20 minutes)
2. Introduce Phi Kappa Theta Fraternity's Mission, Vision, and Motto (3 minutes)
3. Introduce The Five Areas of Development (3 minutes)
4. Introduce Achieve Model: Assess & Prioritize, Goal Setting & Action Planning, and Execution (and how the model is used in chapter operations) (3 minutes)
5. Activity: Individual Coat of Arms (30 minutes)

Background (read by facilitator): Before coming together, Phi Kappa and Theta Kappa Phi had their own names, badges, coats of armor, flags, mottos, etc. When the two fraternities consolidated, Phi Kappa Theta Fraternity adopted a new design that combined the principal features of the shields from the united groups. (Use the illustrations/visuals of Phi Kappa's, Theta Kappa Phi's, and Phi Kappa Theta's crests to demonstrate this.)

Instructions (read by facilitator):

You have been invited to join Phi Kappa Theta Fraternity and this chapter. Before we co-create the future of this organization, as well as your own journey as a member of Phi Kappa Theta, we encourage you to reflect on the essential elements of your background and identity that you are bringing to this union.

On the poster board we're giving you, take 10 minutes to design your own personal coat of arms. After 10 minutes, we will ask each person to take 1-2 minutes to describe the essential elements they included in their personal coat of arms. We don't have enough time for people to ask questions about each person's coat of arms, but these are great questions to ask one-to-one as you get to know others in the fraternity. When it is your turn, you are welcome to share as much or as little as you want to share.

MODULE ONE

WELCOME

Instructions (read by facilitator):

After each person has shared their personal coat of arms, ask:

- What common themes emerged from everybody's coat of arms?
- In what ways can all of us come together as one group while still honoring each person's background and experiences?

MODULE TWO

SPIRITUAL DEVELOPMENT

Materials Required:

- Eight sheets of large Post-It (25x30 inches) papers, or one piece for each of the 8 Google categories/questions
- enough regular Post-It (3x3 inches) notes for each new member to have 10-12 Post-Its
- Markers

Presentation Objectives:

1. Invite an alumnus to discuss his own Spiritual Development as a member of Phi Kappa Theta Fraternity. (10-20 minutes)
2. Activity: Group Capstone Planning (30-40 minutes)

Facilitator asks:

What is the mission of Phi Kappa Theta? (Allow the group to help each other and not rely on one person to get precisely right.)

Does anybody know the vision of Phi Kappa Theta? (Allow the group to help each other and not rely on one person to get precisely right.)

Background (provided by facilitator):

The vision is the complete fulfillment of the mission. As a result of fulfilling the mission, which is “Phi Kappa Theta actively develops men to be effective leaders who passionately serve society, Fraternity, and God,” the fraternity will achieve its vision: “Phi Kappa Theta will be known as the premier human development organization inspiring confidence through life experiences.” For individuals, as well as organizations, the mission and vision together form that entity’s purpose. The first of the Five Areas of Development that we will review in depth, Spiritual Development, addresses the idea and role of purpose in our lives.

Instructions (provided by facilitator):

In the online module or workbook for this module, you identified opportunities to serve your campus or community using the eight categories/questions that Google asked as part of their 10th anniversary. Around the room, you will find one large Post-It for each of those same eight categories. For the next 10 minutes, copy your responses to the web or workbook questions onto the regular-sized Post-its, and then place them onto the corresponding large Post-It.

MODULE TWO

SPIRITUAL DEVELOPMENT

Facilitation Notes (for facilitator only, not read aloud):

- After everybody has placed their Post-Its, continue with the next set of instructions.

Instructions (provided by facilitator):

Now, for the next 10 minutes, go around the room and read all of the regular-sized Post-Its. Choose the three that are most interesting to you, and use a marker to place an “X” next to the each of those three Post-Its.

Facilitation Notes (for facilitator only, not read aloud):

- After everybody has placed their Post-Its, continue with the next set of instructions.

Instructions (provided by facilitator):

After each person has marked their three “X’s”, ask:

What are the categories (not the individual Post-Its within the categories) that seem to be the most interesting to the most number of people?

What are some of the individual Post-Its outside of those categories that seem to be the most interesting to the most number of people?

Our mission is: “Phi Kappa Theta actively develops men to be effective leaders who passionately serve society, Fraternity, and God.” As a part of your new member journey, you will create and present a Group Capstone project, an immersive, hands on experience serving society, Fraternity, or God that you and your fellow new members will plan and execute for all members of the chapter to participate in together.

How can you use the results of this activity to make a decision about what type of project this group would like to create and present to the larger chapter?

Facilitation Notes (for facilitator only, not read aloud):

- Facilitate a conversation about the type of project the group would like to plan. The goal is to make a decision about the type of project by the next module, so it is okay to have an open-ended conversation here. As a facilitator, avoid directing the conversation, but offer alternative perspectives and questions whenever possible to encourage the group to think broadly and deeply about all of the options.

MODULE THREE

INTELLECTUAL DEVELOPMENT

Materials Required:

- No materials needed.

Presentation Objectives:

1. Invite a campus staff person who is an expert on goal setting, study skills, time management, etc. to discuss strategies for academic success. This is an excellent opportunity to break down stereotypes about fraternities, as well as to build support for your organization on campus. (20-30 minutes)
2. Invite an alumnus to discuss his own Intellectual Development as a member of Phi Kappa Theta Fraternity. (10-20 minutes)
3. Give the new members 10-20 minutes at the end of the meeting to finalize which of the Five Areas of Development they will choose for their Group Capstone.

Facilitation Notes (not read aloud):

- Once they finalize their selection, encourage them to begin thinking about who key partners or resources may be for their project.
- For example, if they are planning a service project, who are the service organizations they could reach out to?
- What types of materials or physical space might they need?

MODULE FOUR

SOCIAL DEVELOPMENT

Materials Required:

- Designated space to display one note card by every new member for every other new member (# of new members x # of new members)
- Markers
- Note cards (# for each person to have one note card for every new member, including themselves).

Presentation Objectives:

1. Activity: Anonymous Accomplishment Board (20-25 minutes)
2. Invite an alumnus to discuss his own Social Development as a member of Phi Kappa Theta Fraternity. (10-20 minutes)
3. Before this meeting, new members should have finalized their selection and identified key partners and resources for their Group Capstone.

Background (read by facilitator):

One of the topics in this module was Emotional Intelligence (EQ) and Social Intelligence (SQ), which includes an awareness of your own emotions, as well as how you construct relationships with others. One way we can build our collective EQ and SQ is by positively recognizing each other for our accomplishments.

Instructions (read by facilitator):

At the top of each note card, write every other new member's name, one name per card. Then, write one phrase or brief sentence recognizing a positive action or attribute of that person. Write one note card for every other member of your new member class.

Facilitation Notes (not read aloud):

- Allow enough time for every person to write one note card for every other person. Once all (or most) are done, continue with the following instructions.

Background (read by facilitator):

You should have one card left. Everybody can benefit from help sometimes, even though it can be difficult to ask, especially for men. One opportunity for developing your EQ and SQ is becoming more comfortable asking for help. We will display all of these cards publicly as a way to acknowledge our collective strengths, as well as those areas in which we are inviting others to help us.

MODULE FOUR

SOCIAL DEVELOPMENT

Instructions (read by facilitator):

In pairs or small groups, consider the following questions:

Is there something you could use some help on in your life? Who can you ask?

Write a note to that person or create an outline of what you might say.

Facilitation Notes (not read aloud):

- Then, on their note card, ask them to write their own name at the top, as well as the words, "Please help me with..." and a phrase or brief sentence inviting others to help them with one specific task.
- Examples include: Please help me with...considering different perspectives, controlling my temper, managing my time, and so on.
- Invite an alumnus to discuss his own Social Development as a member of Phi Kappa Theta Fraternity. (10-20 minutes)
- Before this meeting, they should have finalized their selection and identified key partners and resources for their Group Capstone. Encourage them to define the scope of the project by asking these questions:
 - What: What has to be done?
 - Who: Who is responsible for each of the What's?
 - When: When is each of the What's due?
 - Where: Where is the location for the project? Who will secure the location?
 - How: How will the group know each person has completed their contribution to the Project? What additional knowledge, resources, or tools are needed?
 - Most importantly, who will confirm date and location with chapter's leadership?
- Give the new members 10-20 minutes at the end of the meeting to continue planning their Group Capstone.

MODULE FIVE

LEADERSHIP DEVELOPMENT

Materials Required:

- Seven sheets of large Post-It (25x30 inches) papers, or one piece for each of the Seven Critical Values of the Social Change Model of Leadership Development
- Copies of the Module 5 worksheet for each new member
- Markers

Presentation Objectives:

1. Invite an alumnus to discuss his own Leadership Development as a member of Phi Kappa Theta Fraternity. (10-20 minutes)
2. Activity: SCM Consultants, Inc. (20-30 minutes)

Background (read by facilitator):

In the last four to five modules, you as an new member class have been developing your leadership skills through the creation and eventual execution of the Group Capstone project. This module, you read, reflected, and acted on the 7 critical values of the Social Change Model of Leadership Development. Now, we are going to take a step back and act as independent leadership consultants for our new member class.

Instructions (read by facilitator):

On the worksheet, start by indicating on a scale of 1 (low) to 10 (high) how you would score yourself as a contributing member of the Group Capstone project team. At this time, do not mark anything in any of the “team” lines.

Facilitation Notes (not read aloud):

- Once everybody has finished their self-rankings, continue with the next step.

Background (read by facilitator):

Now, indicate how you would score the Group Capstone project team as a whole, again using a score of 1 (low) to 10 (high).

Facilitation Notes (not read aloud):

- As they’re finishing their scores, place the large Post-Its around the room, with one of the Seven Critical Values listed at the top of the Post-It.
- Draw a single line down the middle of each of the Post-Its.
- Once everybody has finished their team rankings, continue with the next step.

MODULE FIVE

LEADERSHIP DEVELOPMENT

Instructions (read by facilitator):

Now, without listing your names, write your individual scores on the left side of each Post-It and your team scores on the right side of each Post-It.

Facilitation Notes (not read aloud):

- After all scores are listed on the Post-Its, total and average the scores for each column on each Post-It. You can also do this as you discuss each one individually.
- For each Post-It, ask why the individual score is lower/higher/equal to the team score.
- Try to move the conversation away from analyzing individual scores or outliers, and toward a discussion of what the impact is on the team if they are lower/higher/equal to the team score.
- Reference Tuckman's Forming-Storming-Norming-Performing-Adjourning stages of group development if relevant.
- Do not feel any pressure to move the group one way or the other. Encourage the group to make observations, and then strategies for improvement.
- Processing questions you can ask the new members: What are areas the project team is strong? What are areas the project team could improve? What are some strategies the team can use for improving in those areas?
- Give the new members 10-20 minutes at the end of the meeting to continue planning their Group Capstone. Confirm and report back based on the What, Who, When, Where, and How from the last module.
 - What: What has to be done?
 - Who: Who is responsible for each of the What's?
 - When: When is each of the What's due?
 - Where: Where is the location for the project? Who will secure the location?
 - How: How will the group know each person has completed their contribution to the Project? What additional knowledge, resources, or tools are needed?

MODULE SIX

FRATERNAL DEVELOPMENT

Materials Required:

- No materials needed.

Presentation Objectives:

1. Invite a campus staff person who is an expert on conflict resolution or parliamentary procedure to do a presentation for the new members. This is an excellent opportunity to break down stereotypes about fraternities, as well as to build support for your organization on campus. (20-30 minutes)
2. Invite four to six alumni to discuss their own Fraternal Development as a member of Phi Kappa Theta Fraternity. Share the Seasons of Life information with them beforehand and encourage them to discuss how Phi Kappa Theta has been present for them in each of the seasons, or how they have served others in those seasons. (20-30 minutes)

Facilitation Notes (sample questions below can be read aloud):

- The end state of “Fraternal Development” is: 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. How have you seen this vision in your own life?
- In this module, the topic of the Season's of a Brother's Life (Seasons of Life by Jim Rohn) was discussed, which refers to cycles that show up throughout our lives. The first season, Spring, is a time of beginnings and seizing opportunities. How has Phi Kappa Theta been a part of this season in your life?
- Summer is the second season. In summer, it is important to nurture and protect those things we launched in the spring. What are some ways Phi Kappa Theta has helped you nurture and protect the things you value in your life?
- After summer is fall, a season when we harvest the results of our work, which either fills us with gratitude or regret. What are some of the things Phi Kappa Theta has given you that you are thankful for?
- The final season is winter. In the winter, we recommit to our development and growth. In other words, we prepare for the next spring. How has continuous self-development been present in your life?

MODULE SIX

FRATERNAL DEVELOPMENT

Facilitation Notes (not read aloud):

- At the end of the meeting, remind the new members that they will be presenting their Individual Capstones to the whole chapter during the next new member meeting.
- In addition, remind them that as a group they will be presenting their Group Capstone to the whole chapter sometime after the next 2-3 new member meetings.

MODULE SEVEN

INDIVIDUAL CAPSTONE

Materials Required:

- No materials needed.

Presentation Objectives:

1. (If the Individual Capstone project is not delivered at the new member meeting.)

Facilitation Notes (not read aloud):

- In the next module, the new member class as a whole will be presenting their Group Capstone project to the whole chapter sometime after the next 2-3 new member meetings.
- Encourage them to use this time to make final preparations for their presentation, such as finalizing each person's roles for the presentation, and rehearsing/running through the presentation at least once.

MODULE EIGHT

GROUP CAPSTONE

Materials Required:

- No materials needed.

Presentation Objectives:

1. Invite the new member class to openly discuss their Group Capstone
2. Answer questions they may have, and guide them through positive conversations

Facilitation Notes (not read aloud):

- 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