

EST. 1918

**PHI MU DELTA**

FRATERNITY

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# OFFICERS' ACADEMY

2 0 1 7

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PARTICIPANT ACTION PLAN

[www.phimudelta.org](http://www.phimudelta.org)

## SCHEDULE OF EVENTS

### Thursday, January 5

Time	Topic	Location
1:00-3:00pm	Registration and Check In	Hotel Lobby
3:00-4:30pm	Welcome and Introductions	Buchanan Room
4:45-6:00pm	Building and Understanding a Team	Buchanan Room
6:00-7:30pm	Dinner	Madison/3 <sup>rd</sup> Floor Atrium
7:30-9:00pm	Accountability	Buchanan Room
9:00-10:30pm	Leadership	Buchanan Room

### Friday, January 6

Time	Topic	Location
8:00-9:00am	Breakfast <i>(Required)</i>	Hotel Lobby
9:00-11:00am	Six Pillar of Character	Buchanan Room
11:00am-12:00pm	Making Decisions	Buchanan Room
12:00-1:30pm	Lunch	Madison/3 <sup>rd</sup> Floor Atrium
1:30-3:00pm	Chapter Wellness	Buchanan Room
3:15-6:00pm	ENGAGE Program	Buchanan Room
6:00-7:30pm	Dinner	Madison/3 <sup>rd</sup> Floor Atrium
7:30pm-9:00pm	Finances	Buchanan Room
9:00-11:00pm	Officer Roles, Committees, & Goals	Buchanan Room

### Saturday, January 7

Time	Topic	Location
8:00-9:00am	Breakfast <i>(Required)</i>	Hotel Lobby
9:00-10:00am	Sharing Goals with District Governors	TBA
10:00am-11:00am	Needs Assessment	TBA
11:00am-12:00pm	Open Q&A	Buchanan

How

frequently do you *typically* engage in the following behaviors and actions?  
Circle the number to the right of each statement, using the scale below, that best applies.

**1 - Rarely or Seldom      2 - Once in a while                      3- Sometimes                      4 - Often                      5 -  
Very Frequently**

1. I set a personal example of what I expect from other people.	1	2	3	4	5
2. I look ahead and communicate about what I believe will affect us in the future.	1	2	3	4	5
3. I look around for ways to develop and challenge my skills and abilities.	1	2	3	4	5
4. I foster cooperative rather than competitive relationships among people I work with.	1	2	3	4	5
5. I praise people for a job well done.	1	2	3	4	5
6. I spend time and energy making sure that people in our organization adhere to the principles and standards we have agreed on.	1	2	3	4	5
7. I describe to others in our organization what we should be capable of accomplishing.	1	2	3	4	5
8. I look for ways that others can try out new ideas and methods.	1	2	3	4	5
9. I actively listen to diverse points of view.	1	2	3	4	5
10. I encourage others as they work on activities and programs in our organization.	1	2	3	4	5
11. I follow through on the promises and commitments I make in this organization.	1	2	3	4	5
12. I talk with others about sharing a vision of how much better the organization could be in the future.	1	2	3	4	5
13. I keep current on events and activities that might affect our organization.	1	2	3	4	5
14. I treat others with dignity and respect.	1	2	3	4	5
15. I give people in our organization support and express appreciation for their contributions.	1	2	3	4	5
16. I find ways to get feedback about how my actions affect other people's performance.	1	2	3	4	5
17. I talk with others about how their own interests can be met by working toward a common goal.	1	2	3	4	5
18. When things do not go as we expected, I ask, "What can we learn from this experience."	1	2	3	4	5
19. I support the decision that other people in our organization make on their own.	1	2	3	4	5
20. I make it a point to publicly recognize people who show commitment to our values.	1	2	3	4	5
21. I build consensus on an agreed-on set of values for our organization.	1	2	3	4	5
22. I am upbeat and positive when talking about what our organization aspires to accomplish.	1	2	3	4	5
23. I make sure that we set goals and make specific plans for the projects we undertake.	1	2	3	4	5
24. I give others a great deal of freedom and choice in deciding how to do their work.	1	2	3	4	5
25. I find ways for us to celebrate accomplishments.	1	2	3	4	5
26. I talk about the values and principles that guide my actions.	1	2	3	4	5
27. I speak with conviction about the higher purpose and meaning of what we are doing.	1	2	3	4	5

28. I take initiative in experimenting with the way can do things in our organization.	1	2	3	4	5
29. I provide opportunities for other to take on leadership responsibilities.	1	2	3	4	5
30. I make sure that people in our organization are creatively recognize for their contributions.	1	2	3	4	5

After you have responded to the thirty previous statement page, please transfer your responses to the blanks below. This will make it easier to record and score your response.

Notice that the numbers of the statements are listen horizontally across the page. Make sure that the number you assigned to each statement is transferred to the appropriate blank. Remember to fill in a response option (1, 2, 3, 4, 5) for every statement.

1. _____	2. _____	3. _____	4. _____	5. _____
6. _____	7. _____	8. _____	9. _____	10. _____
11. _____	12. _____	13. _____	14. _____	15. _____
16. _____	17. _____	18. _____	19. _____	20. _____
21. _____	22. _____	23. _____	24. _____	25. _____
26. _____	27. _____	28. _____	29. _____	30. _____
Column Total: _____				

### **MODEL THE WAY**

Clear about guiding principles and values

Set an example through action that shows a commitment to deeply held beliefs

Create a climate that makes it possible for everyone to align with a set of shared values

### **INSPIRE A SHARED VISION**

Envisioning a future that is based on a dream or vision – in many ways, live and lead backwards – pulled forward by a vision for the future

Enlists the support of others by engaging them in a common vision that is rooted in their own dreams and values

Help others see and feel how their own dreams and aspirations are aligned with vision and values of the organization

### **CHALLENGE THE PROCESS**

Constantly searching for new opportunities to innovate, grow, and improve

Experiment and take risks, but mitigate risks by focusing on incremental change and small wins

Look outside themselves and their organizations for innovative solutions and opportunities

### **ENABLE OTHERS TO ACT**

Foster collaboration and build trust by engaging others and giving away power

Strengthen others by sharing success and turning others into leaders themselves

Create an environment where individuals have opportunities to exercise independent judgment and feel a sense of ownership of the whole job.

### **ENCOURAGE THE HEART**

Recognizes contribution in order to allow others to see the benefit of behavior that aligns with shared values

Builds group identity and cohesion that carries groups through difficult times

Increases credibility due to personal involvement and investment

## PERSONAL MISSION STATEMENT ACTIVITY

### **Who?**

Who am I and who do I want to become?

### **What?**

What overall goals do I want to accomplish? What is my reason for being? What values do I want to project, support, and act on? How do I want to be distinguished from others?

### **How?**

How will I accomplish my overall goals? How will I project my desired image? What values will others associate with my methods?

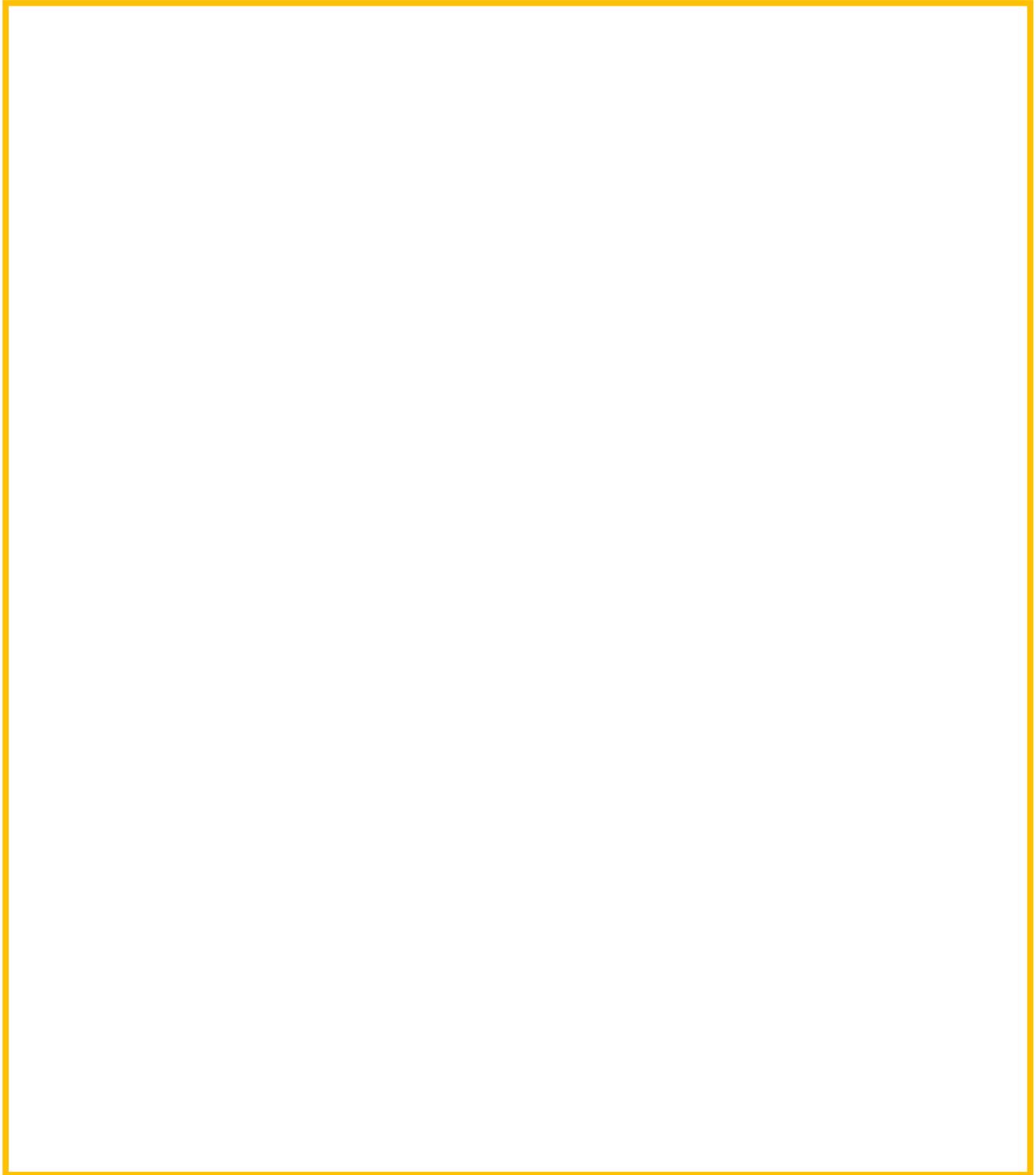
### **Why?**

Why am I trying to accomplish these overall goals? Why would others want me to accomplish them? Why do I want to become this person?

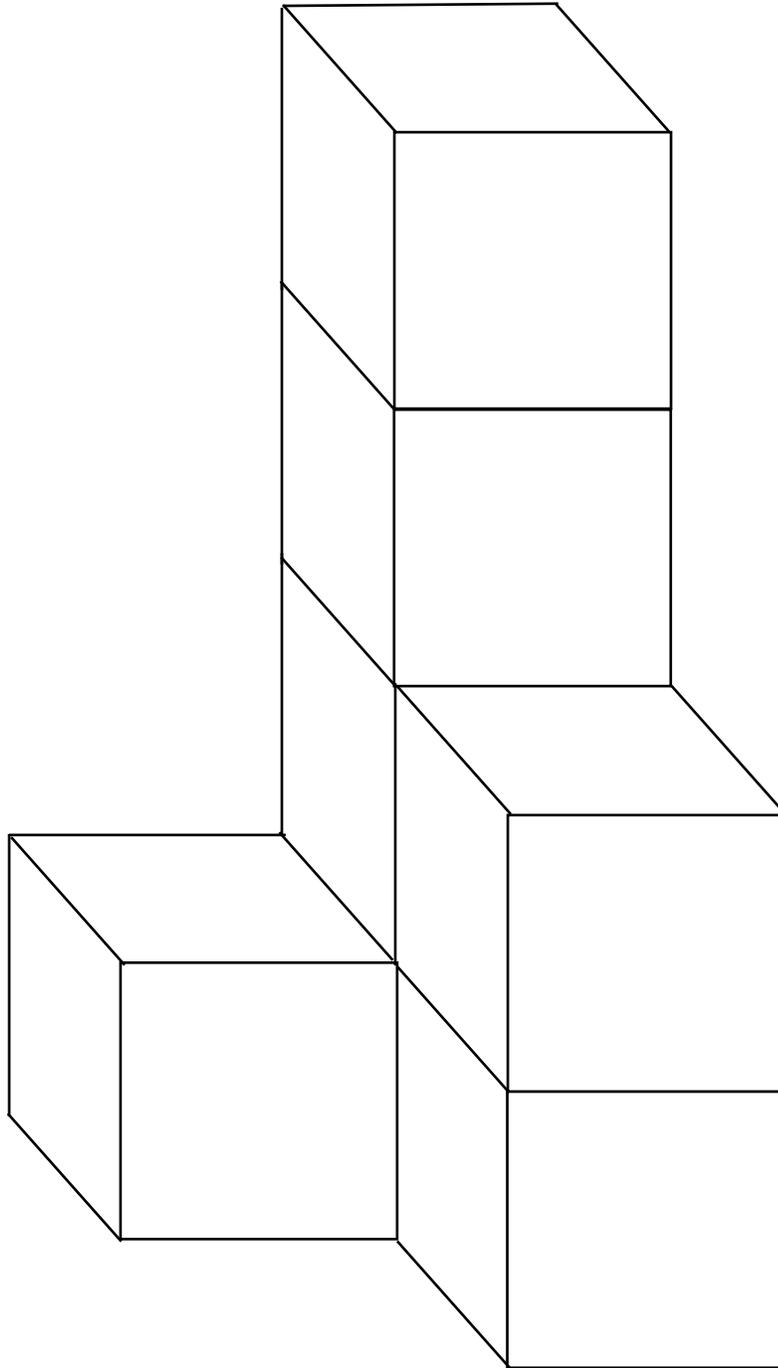
### **Results?**

In what measurable ways will others benefit as a result of my values, mission, and goals?

## PERSONAL MISSION STATEMENT

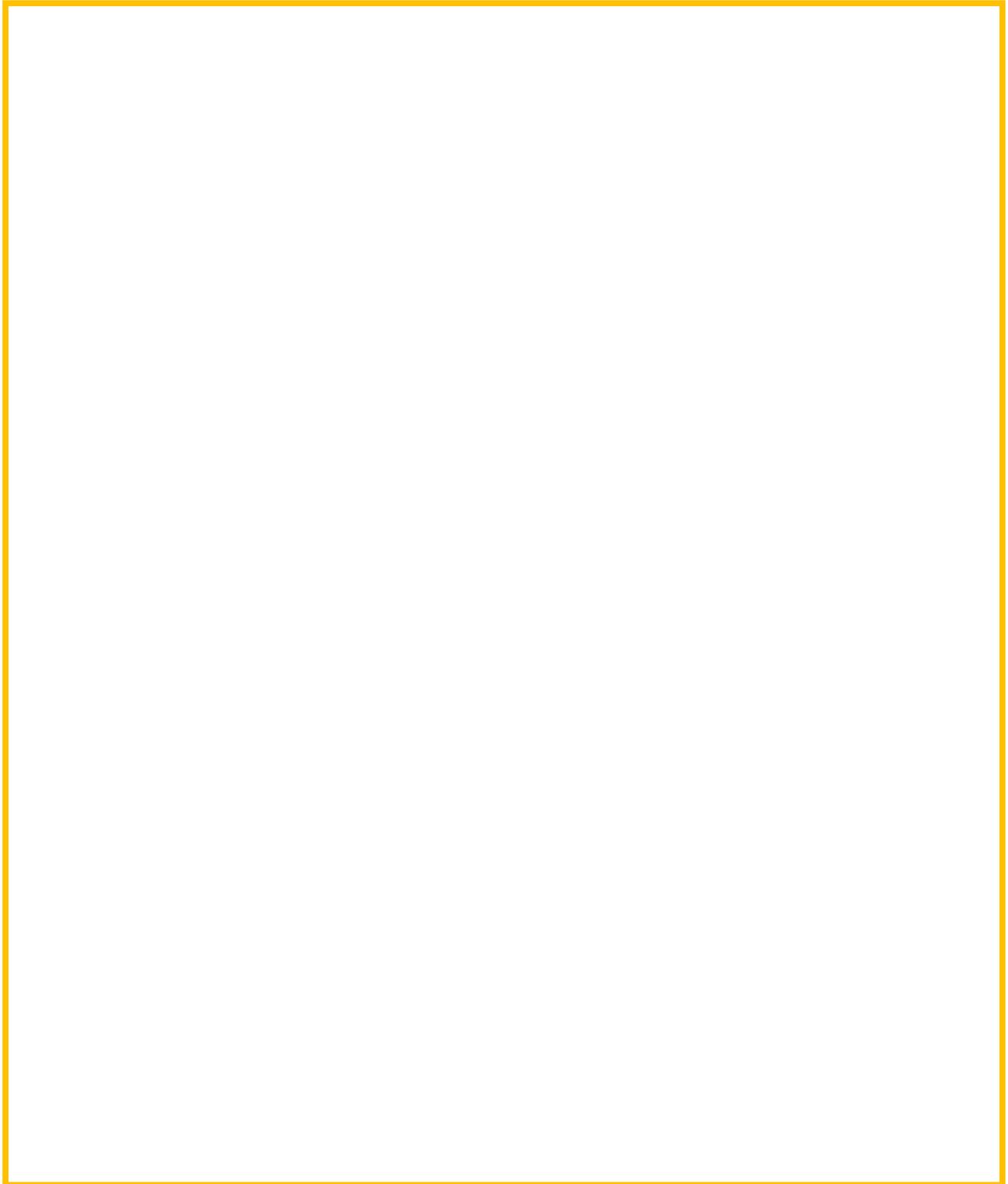


“ Our vision is to redefine fraternity through cultivating and curating a culture of lifelong civic engagement and fellowship. ”



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## CHAPTER WELLNESS PROGRAM



“ Our vision is to redefine fraternity through cultivating and curating a culture of lifelong civic engagement and fellowship. ”

**Semester Budget**

For Budget Period Spring 2017

Number of Brothers: 25

<b>Cost Type</b>	<b>Account</b>	<b>Total Amount</b>	<b>Per Member Amount</b>
<b>FIXED</b>	Brotherhood Service Fee	\$2,500.00	\$100
	Chapter Service Payment	\$600.00	\$24
	Sapphire Leadership Institute	\$1,500.00	\$60
	<b>TOTAL FIXED COSTS</b>	<b>\$4,600.00</b>	<b>\$184</b>
<b>VARIABLE</b>	Recruitment		
	Formal		
	Service/Philanthropy		
	Operations		
	Activities/Brotherhood		
	<b>TOTAL VARIABLE COSTS</b>		

### INDIVIDUAL GOALS

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

### CHAPTER GOALS

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

## OFFICERS' ACADEMY SUMMARY

**Chapter:** \_\_\_\_\_ **Officer Name:** \_\_\_\_\_

**Spring 2017 Recruitment Goal:** \_\_\_\_\_

**Coaching Call Day/Time:** \_\_\_\_\_

### Chapter Goals:

1. \_\_\_\_\_  
\_\_\_\_\_

**Strategy to Achieve Goal:** \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

**Strategy to Achieve Goal:** \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

**Strategy to Achieve Goal:** \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

**Strategy to Achieve Goal:** \_\_\_\_\_  
\_\_\_\_\_



## STATEMENT OF RECEIPT AND UNDERSTANDING

I have received the Phi Mu Delta Officers' Manual and copies of the Leading the Lion Pride facilitator guide, Leading the Lion Pride workbook for new members, and The Oracle: Phi Mu Delta's Membership Manual.

I understand that there are electronic versions of these resources, along with many other resources, on the National Fraternity's website, [www.phimudelta.org](http://www.phimudelta.org).

I have been explained and understand the expectations of being a chapter/colony officer for Phi Mu Delta Fraternity. I will embody the ideals of the fraternity and perform the duties of my position to the best of my ability.

I will hold my members to the expectations set by the National Fraternity and my chapter/colony.

I understand that it is a requirement for all chapters/colonies to have, at least, a Chapter Advisor and an Academic Advisor that are approved and certified by the National Office by May 15, 2017.

I recognize that failure to have either a Chapter Advisor or an Academic Advisor by May 15, 2017, will result in a 5% increase on my chapter/colony's insurance rate PER ADVISOR not approved and certified by the National Office.

I understand that if I have any questions or concerns, I can contact the National Office, my District Governor, the National Council, certified Chapter Advisory Board members, or my campus Greek life advisor.

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_