

## A ROAD MAP

---

# CREATING A VIRTUAL LEADERSHIP PROGRAM

Address:  
Alpha Phi Omega  
1441 East 104th Street, Ste. 105  
Kansas City, MO 64131

---

816.373.8667  
chapter\_services@apo.org

www.apo.org



# OVERVIEW

---

As Alpha Phi Omega chapters begin to look forward to the upcoming school year, it is apparent that many will face the continuing challenge of having to revamp chapter programming to fit a virtual or socially distant environment. Now more than ever, it is important that APO Chapters strengthen their commitment to the Cardinal Principles Leadership, Friendship and Service.

The Leadership Development Committee challenges brothers to think outside of the box and discover new ways to develop leaders under these unique circumstances. The purpose of this resource is to guide chapters in developing a leadership program that allows brothers to build a variety of leadership skills while also keeping their health and safety as a top priority. Included is a roadmap for creating the program, a planning outline, an event information worksheet and leadership activity ideas.

This guide can be used by the executive committee, vice president of leadership development or a specific task force charged with designing the program. Once worksheets are complete, be sure to share them with the entire chapter's membership, so everyone has a clear understanding of the purpose and requirements of the program.



# LEADERSHIP DEVELOPMENT PLANNING ROAD MAP

WHO WILL LEAD THE EFFORT OF  
DEVELOPING THIS YEAR'S PROGRAM?

---

---

---

---

WHAT CHALLENGES AND OPPORTUNITIES  
MAY THE CHAPTER FACE?

---

---

---

---

HOW MANY EVENTS WILL MAKE UP  
THE PROGRAM?

---

---

---

---

WHAT ARE AT LEAST TWO SMART  
GOALS FOR THE PROGRAM?

---

---

---

---



The sections of this road map can be completed to curate an effective leadership program for all brothers to participate.

Consider planning 5 – 10 leadership events and asking brothers to attend a portion of the opportunities to fulfill their commitment to APO's Cardinal Principle, Leadership.

WHAT ARE THE NEEDS OF THE PROGRAM?

---

---

---

---

HOW WILL THE PROGRAM SERVE THE  
NEEDS OF EACH MEMBER LEVEL?

NEW MEMBER \_\_\_\_\_

NEWER ACTIVE MEMBERS \_\_\_\_\_

VETERAN ACTIVE MEMBERS \_\_\_\_\_

WHO WILL PLAN THE EVENTS?

---

---

---

---

# PLANNING OUTLINE

Now that the program goals and requirements have been set, officers and committee members can use this outline to determine the details of each leadership event. Complete one outline for each event within the program.

## JUMPSTART WITH BRAINSTORMING

- Which event? \_\_\_\_\_
- Who will participate? \_\_\_\_\_
- When will the event take place? \_\_\_\_\_

## ESTABLISH A PURPOSE

- Which leadership skills will be the focus of the event? \_\_\_\_\_
- What will attendees learn? What are the learning objectives? \_\_\_\_\_  
\_\_\_\_\_
- How will the event serve the Fraternity's and chapter's mission and vision? \_\_\_\_\_  
\_\_\_\_\_
- How will you measure success? How will comprehension be measured? \_\_\_\_\_  
\_\_\_\_\_

## SETTING THE SCENE

- Where will the event take place? Virtual? In-person? \_\_\_\_\_
- What supplies or resources are needed to have a successful event? \_\_\_\_\_  
\_\_\_\_\_
- How many leadership hours will the event be worth? \_\_\_\_\_
- What are the requirements for participants? \_\_\_\_\_  
\_\_\_\_\_

## DEVELOP THE LOGISTICS

- Build a list of tasks, and people needed to carry out the tasks.

• Task: \_\_\_\_\_ • Who: \_\_\_\_\_

• Task: \_\_\_\_\_ • Who: \_\_\_\_\_

• Task: \_\_\_\_\_ • Who: \_\_\_\_\_

- Set a date, time and place for the event and add it to the chapter calendar.

• How will the event be promoted to the chapter members? \_\_\_\_\_

\_\_\_\_\_

## MAKE IT HAPPEN

- Provide direction to participants:

• Before event: \_\_\_\_\_

• During event: \_\_\_\_\_

• After event: \_\_\_\_\_

## HOW DID IT GO?

- Evaluate and debrief.

# EVENT INFORMATION WORKSHEET

Using the answers to the questions in the outline, fill in the worksheet below with the final event details. Share the complete sheet with brothers before the event to set expectations.

## EVENT DETAILS

1. Activity Name:
2. Leadership Hours:
3. Date/Time:
4. Location

## LEARNING OBJECTIVES

## PLANNING TEAM

Committee Members

Contact Information

## PURPOSE STATEMENT

## REQUIREMENTS

1. Before Event:
2. During Event:
3. After Event:

## GOALS

How will success be measured?

## VIRTUAL EVENT DETAILS OR SOCIAL DISTANCE GUIDELINES

# LEADERSHIP DEVELOPMENT

## ACTIVITY IDEAS

### SHOW AND TELL GOAL BOARDS

**TIME** - Participants can be credited with at least two leadership hours for this activity—one hour for creating their board and a second hour for sharing and listening during the discussion.

**INSTRUCTIONS** - Gather magazines and newspapers to create a goal board to share during a virtual or in-person event. Start by setting 1 – 3 SMARTER goals. Goals can be professional and personal. Browse magazines and newspapers for inspiring quotes, relevant images and motivating words. Glue the clippings to a poster board in a way that illustrates goals. During the event, have each participant show their board and share how the clippings relate to their goals.

**SUPPLIES** - Magazines, newspaper, mail adds, poster board, scissors, glue

**FOLLOW UP** - Check in with brothers throughout the semester to ask how their progress is going. Have they achieved their goals? What has worked well? Why has it been challenging? Have they set any new goals or modified their previous goals?

### SKILL SHARE

**TIME** - Participants can be credited one hour for each skill share session they attend.

**INSTRUCTIONS** - Ask a brother that has experience or knowledge in a specific leadership skill to create a presentation that will teach this skill to others. This presentation should be able to be shared virtually or in-person. Veteran brothers that have previously attended an APO LEADS course are great resources for this event. Determine the requirements of the presentation and how participants' comprehension will be tested.

**SUGGESTED TOPICS** - Creating a Vision and Mission, Writing SMARTER Goals, Planning an Event, Conflict Management, Communication, Active Listening, Followership

**FOLLOW UP** - Consider distributing a follow-up assessment to help measure attendees' understanding of the skill. Ask attendees to apply the skill in their own time and share their experience.

# LEADERSHIP DEVELOPMENT

## ACTIVITY IDEAS (CON'T)

### LEADERSHIP TALKS

**TIME** - Attendees can receive one hour of leadership credit through watching a video and answering corresponding reflection questions.

**INSTRUCTIONS** - Ask brother to watch a specific leadership talk or video on their own time or share the video in a virtual/in-person group. After watching the video, hold a brief discussion using the reflection questions below. Feel free to add additional items to the discussion.

**SUGGESTED VIDEOS** - Starting a Movement by Derek Stivers, How Great Leaders Inspire Action by Simon Sinek, Talking to Strangers by Malcolm Gladwell, What It Takes to Be a Great Leader by Roselinde Torres, The Essence of Leadership by Colin Powell

### REFLECTION QUESTIONS -

1. What are three takeaways from the video? Why did these stand out?
2. How can the skills in this video be practiced in everyday life?
3. Why is this video relevant to chapter operations?
4. How does the video incorporate servant leadership?

### READ TO LEAD BOOK CLUB

**TIME** - This activity can fulfill 5-8 hours of leadership credits. Hours can be earned for completing a book and engaging in a book club discussion. The exact number of hours will be determined based on the selected text and the number of meetings held.

**INSTRUCTIONS** - Select a book focused on leadership and share it with brothers. Schedule a book club session to discuss the book with brothers once the reading is complete. Multiple sessions can be scheduled for the book. Provide brothers with the reflection questions before the meeting so that they can prepare as they read.

**SUGGESTED BOOKS** - Everyday Leadership by Drew Dudley, Who Moved my Cheese by Spencer Johnson, One Minute Manager by Ken Blanchard and Spencer Johnson, Death by Meeting by Patrick Lencioni, The Situational Leader by Paul Hersey, Atomic Habits by James Clear, Crucial Conversations by Al Switzler, Joseph Grenny and Ron McMillan

### REFLECTION QUESTIONS -

1. What was your initial reaction to the book?
2. What was one quote or passage that stood out? Why did this stand out?
3. How can the topic of this book be applied to chapter operations?
4. Are the themes relevant to the Cardinal Principles Leadership, Friendship and Service? If yes, explain.

# LEADERSHIP DEVELOPMENT ACTIVITY IDEAS

## LEADERS IN THE NEWS

**TIME** - Participants can earn one hour of leadership credits for completing this activity.

**INSTRUCTIONS** - Have brothers find a current local or national news story that exemplifies leadership. Schedule a virtual or in-person meeting and ask attendees to share their news stories allowed to the group. Assign a meeting host to ask reflection questions after each participant shares their news story. Allow attendees to answer the reflection questions and discuss the leaders highlighted in each news story.

### REFLECTION QUESTIONS -

1. In what ways did the subject in this story lead others?
2. Why was the subject an effective leader?
3. What specific leadership skills stand out in this news story?
4. Does this news story show examples of effective followership? Explain.

## LEAD THROUGH EXAMPLE

**TIME** - Participants can earn one hour of leadership credits for engaging in this discussion.

**INSTRUCTIONS** - Schedule a virtual or in-person group discussion and ask participants to choose an influential leader to research before the event. During the event, ask attendees to share the name and history of the leader they chose. Use the reflection questions below to guide the conversation and engage attendees in a reflective discussion on the leader that each attendee brings to the discussion.

### REFLECTION QUESTIONS -

1. What is one thing this leader did that left an impact?
2. Describe the leadership style of this person. Why did you choose this individual?
3. What characteristics made this leader stand out in history?
4. What did this person do to make them a great leader?
5. What lessons can the chapter learn from this leader?

# LEADERSHIP DEVELOPMENT

## **ACTIVITY IDEAS (CON'T)**

### UNDERSTANDING LEADERSHIP STYLES

**TIME** - Brothers can earn one hour of leadership credits for participating in this activity.

**INSTRUCTIONS** - Ask brothers to take an online leadership assessment (see examples below) and have them save their results. Schedule a group conversation virtual or in-person to discuss everyone's results and reflect using the suggested questions below. Feel free to add your items as well.

**ASSESSMENT EXAMPLES** - Strengths Finder, True Colors, Enneagram Personality Test. Myers Briggs Personality Test

### REFLECTION QUESTIONS -

1. What is your initial reaction to the results of the assessment?
2. How do your results relate to the way you work with others? The way you solve problems?
3. How do different results work together? What conflicts can arise between the types?
4. Why is having an understanding of other's results important?
5. How can different personality types or strengths make the chapter more successful?

### LEADERSHIP BINGO!

**TIME** - Participants can earn one credit hour for each completed bingo square.

**INSTRUCTIONS** - On the next page is an example of a bingo card that can be used to facilitate this activity. Distribute the bingo card to brothers and ask them to cross squares off as they participate in leadership activities. Create an incentive for those that complete a line of five squares in a row. Consider a more significant award for those that complete a full card in the semester.

# LEADERSHIP BINGO!

<b>B</b>	<b>I</b>	<b>N</b>	<b>G</b>	<b>O</b>
CREATE A VISION (GOAL) BOARD	HOLD A TRAINING SESSION AND TEACH BROTHERS A NEW SKILL	WATCH A TED TALK	READ A LEADERSHIP DEVELOPMENT BOOK	FIND A NEWS STORY WITH GREAT LEADERSHIP AND SHARE!
PROFILE A CURRENT INFLUENTIAL LEADER	ATTEND A PRESENTATION HOSTED BY A COMMUNITY OR CAMPUS LEADER	COMPLETE THE STRENGTHS FINDER ASSESSMENT	CONNECT WITH A MENTOR IN YOUR CHAPTER	PARTICIPATE IN A COMMUNICATION EXERCISE
PARTICIPATE IN A LISTENING EXERCISE	SET A SMART GOAL		ATTEND A WEBINAR FOCUSED ON LEADERSHIP	PLAN A VIRTUAL/SOCIALLY DISTANT EVENT FOR BROTHERS
HOST A BOOK CLUB SESSION ON A BOOK THAT FOCUSES ON LEADERSHIP	PARTICIPATE IN CHAPTER BOOK CLUB MEETING	LEARN A NEW SKILL FROM A BROTHER THROUGH A TRAINING SESSION	WATCH A CONFLICT RESOLUTION TRAINING VIDEO	PRESENT FACTS ABOUT A LEADER THAT YOU ADMIRE
LEARN A NEW SKILL	COMPLETE THE TRUE COLORS PERSONALITY TEST	WATCH A TED TALK	PROFILE A HISTORICAL INFLUENTIAL LEADER	COMPLETE LAUNCH ON-DEMAND OR AN ON-DEMAND WEBINAR FROM <a href="http://WWW.APO.ORG">WWW.APO.ORG</a>