

Varsity Leadership Academy-Advisor Track

Introductions

10 minutes

- Facilitator should introduce themselves and their experience with Greek organizations.
- Have participants quickly go around the room and share their name, organization, and position and experience in advising groups.

Listening Activity

10 minutes

- Facilitator reads the excerpt from *Listen Up* article and goes over the Listening Assessment Test.
- Have participants fill out reflection sheet and then pair and share their thoughts on the assessment and reflection.

Situational Leadership Model

25 minutes

- Facilitator goes through Situational Leadership Model and Scenarios to determine the chapter's priorities/abilities

Advising Concept-Determine Roles

25 minutes

- Facilitator asks group to shout out some words to describe or characteristics of a successful advisor.
- Develop list of "HATS" you will wear as an advisor (FC)
- Pair and Share with the group Helpful Hints for Advising
- Explain the importance of Advisor Expectations and Responsibilities with the chapter

Building an Advisory Team

10 minutes

- Because we know that one person cannot do it ALL, the facilitator should explain the importance of building an advisory board/team. An Advisory Team to a chapter has the ability to provide chapters with four attributes:
 - The mentor to counsel and guide
 - The teacher to develop and refine skills
 - The evaluator to measure success
 - The encourager to cheer and support
- The facilitator should then define the STEPS in building this TEAM: (FC)
 - IDENTIFY committed and passionate people
 - INFORM them of what's going on (Phone Calls, LETTER)
 - INVITE them to help and let them know what specific skills you need (meet with them)
 - INITIATE meetings and conversations between the potential advisor and chapter officer (build rapport)

- INVOLVE everyone on the team with the chapter executive members (Advisory team retreat)

SWOT Analysis	<i>15 minutes</i>
----------------------	-------------------

- **To close this session we are going to have each of you conduct a S.W.O.T. analysis. Who knows what a S.W.O.T. analysis is?** Facilitator should explain that a S.W.O.T. analysis is a reflection activity that brings to life the strengths, weaknesses, opportunities and threats of a given situation or entity.
- **After lunch today you will be back with the officers from your chapter and you will be working on goal setting and planning for the upcoming semester. It's important that you each take the time to evaluate the strengths, weaknesses, opportunities and threats of your chapter. This will help you prioritize some goals you may have for improving your advising that you want to share with the other officers.**
- **When assessing your chapter's program using the S.W.O.T. analysis, remember that some items you list for one category may also be listed in an opposing category. This is okay! What's important is that you are broad and honest in your evaluation. Please take the next 8 minutes to complete the S.W.O.T analysis worksheet.**
- If time allows, the facilitator could either have volunteers share their S.W.O.T. with the large group or by having participants pair up and share.
- Facilitator should close by referencing the S.W.O.T. analysis should be used and discussed during the goal setting and planning session this afternoon.

Best Practices and Wrap Up	<i>5 minutes</i>
-----------------------------------	------------------

- Ask if there are any other questions or ideas or best practices anyone wants to share before wrap up.
- Thank them for their participation, let them know they need to head back over to the Stern Ballroom for lunch and they will be over there for the rest of the day.
- Have them complete the advisor's feedback survey

Supplies:

- Flip Chart (2 sheets) and Flip Chart Markers (1)
- Handouts
 - Listening Assessment Page
 - Situational Leadership Model
 - SWOT Analysis Worksheet
 - Advisor Survey