



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS  
**DELTA KAPPA GAMMA**

## Creating Chapter Stability/ Setting the Stage

### A Manual for Chi State Facilitators

June 2014

#### **Create a Vision for Change**

*Pose the question and have an oral discussion session with the group:*

#### **What are the benefits of belonging to DKG?**

- List the attributes of membership
- What is the VISION of Delta Kappa Gamma?
- What does the vision look like in our Chapter?

## **A vision is a story in 3 parts.....**

- 1) Where we are
- 2) Where we are going
- 3) How we will get there

*The “story” must relate to the Chapter/group that is telling it.*

A 4<sup>th</sup> consideration: “Make it personal”

- 4) What is my role is helping us achieve the vision?

## **Create a Vision for Change**

**Where are we? (This is a VERY positive segment.)**

- What does our Chapter do well?
- What makes us proud?
- What is our shared history? (as a Chapter and as individuals)
- How have we made a difference?

*Use small groups if possible. Sticky notes by each individual so that **everyone** must contribute. Post the answers. Discuss. Make a larger chart with all the answers written out so that all can see them. Keep the chart for future meetings.*

## Create a Vision for Change

### Where are we? “THE CHALLENGES”

*This should NOT be a NEGATIVE session, but rather an opportunity to examine the areas of concern within the Chapter. Don't hide the crises, embrace them!! Use them as a chance to develop as a **cohesive unit of problem solvers**. Do not play the “Blame Game!”*

- What are (have been) our challenges?
- What have we done to address the challenges?
- What is our BIGGEST challenge currently?

*Use the same technique as with the “positive” exercise...sticky notes from everyone with discussion to follow. Consolidate the responses and narrow the discussion down until you can get consensus on “What is the biggest challenge or “threat” to our Chapter?”*

## Where Are We Going?

*The “Where Are We?” session(s) gives the Chapter an opportunity to appreciate what is going well and identify what needs to be improved.*

*The “Where Are We Going?” segment(s) should result in clearly identified goals or next steps.*

### Questions to be posed:

- What do we value as a Chapter?
- What do we want our Chapter to look like in 2 years?
- What is our greatest (most immediate) challenge?

*These questions help the members identify possible short- and long-term goals.*

### **Building Consensus** - “What is our greatest challenge?”

*Building consensus is a decision-making tool that results in identifying a goal that **EVERYONE CAN ACCEPT**. Members do not have to unilaterally agree with everything, but they must declare that they can **LIVE WITH THE RESULTS** of the decision. Once a “challenge” is identified and accepted by the group, it should be clear to everyone **WHERE** the priorities for the Chapter need to be set.*

**Set the goal(s) based on the greatest identified need within the group.**

**Questions to be addressed with the group:**

- What changes need to be made to address the challenge(s)?
- What resources do we have available to us?
- What are the pitfalls/stumbling blocks we may encounter?
- What will happen if nothing changes?

**Questions to be answered by individuals:**

- What will the changes mean for me?
- What role will I commit to in making sure the changes succeed?
- What resources/talents do I have that can help?
- What is my level of commitment?

**Am I a Driver? A Passenger? A Hitchhiker? A Bump in the Road?**

## **How Will We Get There??**

### **Goal Setting/Action Planning**

- *The goal setting process should involve as many as possible in order to establish the true priorities within the Chapter.*
- *Once the goal(s) is clearly stated and CONSENSUS has been established, a smaller group can formulate a proposed set of action steps to present to the group.*
- *If there is more than one goal, or if a goal has multiple parts, several small groups can work on the action steps to present to the group.*

### **Goals need to be S-M-A-R-T.....**

**.....Simple, Masurable, Achievable, Results-based, and Timely.**

#### **Example:**

*The ZZZ Chapter will increase its membership by adding 3 new members by June 2015.*

### **Action Steps need to identify WHO, WHAT, WHEN, in addition to a time frame for accomplishment.**

*Don't worry about a fancy form. Use one similar to those used by the Chi State committees, or invent one. They only need to address the 3 W's and some deadlines for follow-ups.*

## The DKG Tool Box for Chapters

- Recognize the problem; don't hide it
- Involve everyone in the discussion
- Find a solution that all can live with (consensus)
- Be positive and calm
- Move to action (be specific)
- Focus on one thing at a time
- Get help from others in DKG

## A Recap of the Talking Points

**A vision is a story in 3 parts....** (the Chapter is the "story teller")

**Where we are.....**Our vision

**Where we are going.....**Our goal(s)

**How we will get there.....**Our plan to succeed

**AND, there needs to be a commitment from each member regarding:**

**What is my role is helping our Chapter succeed?**

## For Facilitators:

### What materials do I need?

- large sticky notes for each member (to identify the **positive aspects** of the Chapter and the **challenges** faced by the Chapter)
- chart paper or a poster board where the individual notes can be placed and shared
- pens (preferably some dark markers) for writing on sticky notes

Make sure someone takes all the answers and makes a large chart with all the individual notes. Similar notes can be consolidated, put √ to indicate how many gave the same or similar response.

### How much time does this take?

This will not take just one session. It should be split into 2 or even 3 sessions, or as many as required to get the job done. The first time a Chapter works on goal-setting takes longer than it will in subsequent years. **DO NOT RUSH THE PROCESS!**

Page 10

**To the facilitators:** Our job is to pose the questions, guide the discussions, listen to the members, involve everyone, and move the process along.

Defining **clearly stated goals** is a matter of exploring

- Where we are
- Where we are going
- How will we get there, **AND**

**Getting a commitment from individual members about how each will contribute to the successful achievement of the goal(s) is crucial.**

**Follow-up is very important to the process.** Additional visits to see how things are going will help keep the Chapter on track. If changes need to be made to the plan, then the whole group needs to be informed about the adjustments. Getting input from members is **key!**

**Planning** is an on-going process. Once a goal is met, then the Chapter should use the same process to identify the next challenge to be addressed.

Whether a Chapter is struggling with membership issues, financial instability, lack of Chapter leadership, or the development of relevant programs, a **successful solution depends on the members coming together to develop a meaningful and effective plan of action.**

Encourage the Chapter to **CELEBRATE SUCCESS** as they move forward!

Page 11