



Delta Gamma Collegiate Functional Training FAQ

What is functional training?

- Functional training refers to training provided to help someone fulfill the duties and responsibilities of their Delta Gamma role.

What are Delta Gamma's current collegiate officer functional training offerings?

- eLearning: The Pursuit
- Collegiate Development Consultant (CDC) visits
- Rose Roundtables
- Presidents Academy
- OTS/Homecoming Celebration 2023 (member education team member)
- A portion of Anchor Academy (exploring to include in the future)

What are Delta Gamma's past collegiate officer functional training offerings?

- Regional Training Days (RTD)
- Collegiate Development Consultant visits
- Convention

What is eLearning?

- eLearning is any learning content delivered electronically. Delta Gamma's eLearning platform is called The Pursuit.

What is a learning management system?

- A learning management system (LMS) serves as the host/platform of eLearning content.
 - Accessed through a web browser.
 - It helps organizations manage training events, self-paced courses and blended learning programs.
 - It provides automation that replaces rigorous and expensive manual work, saves time and enables organizations to organize content, data and learners.
 - It tracks and reports on training activity and results.

What is the future of Regional Training Days (RTD)?

- Prior to 2020, in-person Regional Training Day (RTD) events were hosted by each of the eight regions. In 2021 and 2022, this event was shifted to a virtual format due to COVID-19.
- In hosting virtual events over the last few years, several themes emerged on how to best offer virtual training. To ensure that timely and relevant training is provided to collegiate officers in an engaging and accessible way, the format for RTD for 2023 has evolved. Virtual training that was previously provided at RTD will now be spread throughout the academic year.
- There will not be a central RTD event, but we know the need to continue to provide opportunities for functional training and connection between officers and Leadership is important. Those connection opportunities will continue.
- A portion of Anchor Academy (formerly February Institute) will include functional training in the future.

How will collegiate chapter officers receive functional training?

1. Presidents Academy

- a. Chapter presidents will virtually attend a day of training specific to the roles and responsibilities of their office. Chapter presidents will attend sessions that focus on the following:
 - i. Officer training and transitions
 - ii. Setting goals using the Fraternity Standards
 - iii. Reimagining chapter programming
 - iv. Chapter meeting management and delegation
 - v. Crisis response
 - vi. Networking and idea sharing

2. The Pursuit modules

- a. Five modules specific to each chapter management team (CMT) role will be released quarterly (total of 20 modules per academic year)
- b. Modules focus on these themes:
 - i. Q1: CMT Officer Onboarding: Roles and Responsibilities
 - ii. Q2: CMT Officer: Task and Skill Training
 - iii. Q3: CMT Officer: Problem-Solving
 - iv. Q4: CMT Officer: Offboarding and Transitions
- c. Each module will include a post-lesson assessment such as a quiz, reflection or discussion post.
- d. Most modules will be microlearning to allow officers to learn how to complete a task, educate them about a process or better understand their roles or transitions in short spurts of five minutes or less each.
- e. All modules will be an “on-demand format”, meaning that officers are able to access and complete them on their own time whenever their schedule permits.

3. Rose Roundtables

- a. A live training opportunity will be hosted twice a year. Rose Roundtables sessions will gather officers together by role to discuss an important concept, idea share, network and ask questions
- b. Rose Roundtables sessions will be hosted by regional team members.
- c. Sample Outline of a Rose Roundtable session:
 - i. Opening & Welcome: 5 minutes
 - ii. Hot Topic Concept: 15 minutes
 - iii. Networking & Brainstorming by issue: 30 minutes
 - iv. Scenario Practice: 20 minutes
 - v. General Q&A with the hosts: 15 minutes
 - vi. Closing & Wrap Up: 5 minutes
- d. *Current feedback we have received for consideration for Rose Round tables so far:* opportunities for connection by Region, opportunities for connection by chapter size, options for Regional teams to gather their members for time on their own.

How did this change and the new concept of functional training come to be?

- Our goal is always to provide training opportunities that meet the needs of our student learners and ensure the success of collegiate chapters. The shift in functional training is based on these considerations:
 - Impact on collegiate chapter budget: In-person functional training events are paid through via a training fee and collegiate chapter budgets cover costs of travel to and from the event. Leveraging the learning management system and virtual meetups allow us to keep costs low for collegiate chapters which in turn reduces the cost of dues and fees for members.
 - Need to deliver accurate and digestible information: In the age of knowledge loss due to the COVID-19 pandemic, getting important information to officers regarding their roles and responsibility is critical. Utilizing The Pursuit platform ensures that accurate information gets in front of all officers and allows them to complete training whenever works best for their schedule. The metrics and assessments included in the platform help us assess training completion and understanding of the content. The ability for officers to review materials, resources and training in one place at any time allows them to access education and learning whenever and wherever they need it. The opportunity to shift from long training sessions to short modules that collegians can consume within a couple of minutes is referred to as microlearning, which will help with memory and retention of information.
 - Need to provide opportunities for connection: In a post-event survey, the majority of collegiate officer attendees indicated that their favorite and most valuable component of virtual RTD 2022 was the ability to connect and learn from their peers. Rose Roundtable sessions ensure

that connection between officers will continue and allows for the live training component to continue.

How will collegiate officers be held accountable for participating in functional training?

- Completion of all Pursuit modules can be tracked by collegiate officer. EO staff will pull reports monthly and send officers reminders to complete modules. These reports can also be shared with regional teams and Leadership. Modules from the previous quarter will need to be completed prior to the next quarter's modules. Badges and certificates will be virtually awarded for the completion of each course.
- Attendance at Rose Roundtables will be highly encouraged, however, it will remain optional for officers.

Are modules only available to the specific officer/adviser they were created for?

- Yes – each role will be assigned a specific set of modules created for them in mind. However, if subject matter experts and Leadership determine that it would be beneficial for other officers to receive the same training, that module can easily be assigned to another officer as well.

What does regional team access to The Pursuit Modules look like?

- As much as you all would like it to be. We were planning to add you as “managers” so you can see progress. The CDSs will also likely be added as managers.

What does my role as a regional team member or Fraternity Director look like in this process?

- **The Pursuit eLearning Modules:** Fraternity Directors will serve as subject matter experts. They will drive the needs analysis, create content, provide feedback and communicate the needs of our collegiate learners.
 - Staff & Volunteers:
 - Assigned to CMT officers to serve as the subject matter experts
 - Determine topics for each training
 - Determine the breakdown of who completes each document for each training
 - Staff:
 - Coordinate meetings and distribute all materials
 - Create content drafts
 - Communicate with the eLearning team
 - Volunteers:
 - Lead strategy/topic discussions
 - Edit and review all training materials, provide feedback
- **Rose Roundtable:** At full implementation, Rose Roundtable sessions will be hosted virtually once a semester for each CMT role. These sessions will begin

in January 2023. Regional Team/subject matter experts (SME) involvement is outlined as:

- October-November 2022:
 - Rose Roundtable plans and concept is shared with all Leadership teams
 - Call out for spring 2023 session is shared
- November 2022-January 2023:
 - Functional area teams determine which specialists (regional team members) will host the spring 2023 Rose Roundtable (minimum of two volunteers) and share names with Lexie
 - Hosts of spring 2023 session select date and time of their session and share with Lexie
 - Functional area teams determine hot topic that the session will open with (~10-15-minute overview of important concept, trend, or need to know information) and share with Lexie
- January 2023-prior to selected session date:
 - Outline of spring 2023 Rose Roundtable shared with hosts. Outline to include:
 - Facilitator guide for the hot topic content based on input from subject matter team
 - Facilitator guide and instructions for networking and brainstorming sessions
 - Facilitator guide for reflection and call to action in closing of session
 - All relevant tech and zoom information
 - Logistics, best practices, and other tips to be successful
- Post session:
 - Feedback shared by hosts and participants to inform adjustments for the fall 2023 Rose Roundtable sessions

What about functional training for other audiences like chapter advisers and alumnae group officers?

- **Collegiate Chapter Advisers:**
 - Will have access to all Pursuit modules created for their respective collegiate officer at roll out
 - Adviser specific Pursuit modules to be rolled out fall 2023 or spring 2024
 - Virtual Adviser Training Academy events to be held live twice a year. Live events will prioritize discussion, scenario exercises and networking time similar to Rose Roundtable sessions.
- **Alumnae Group Officers:**
 - Alumnae group modules to be rolled out on the Pursuit fall 2024

- Alumnae Training Academy events to be held live twice a year. Live events will prioritize discussion, scenario exercises and networking time similar to Rose Roundtable sessions.

Questions, comments, concerns or feedback? We want to hear from you! Contact lexie.kiernan@deltagamma.org and jacquelyn.wall@deltagamma.org and we would love to connect with you.