



EDUCATIONAL LEADERSHIP CONSULTANT AND LEADERSHIP COACH VISIT INFORMATION

You've just received a visit notification email from an Educational Leadership Consultant (ELC) or Leadership Coach (LC). **Now what?** This document will guide you through what to expect from this visit, how to prepare for it, and how to follow through on the work you do during the visit.

ELC AND LC VISIT FAQ

WHO ARE ELCS AND LCS?

- ✈️ **ELCs and LCs** together make up what is known as the **Travel Team**. Members of the Travel Team are recently graduated Alpha Xi Delta's who are full-time employees of Alpha Xi Delta Fraternity Headquarters and work toward the continued development, growth, and success of Alpha Xi Delta Chapters across the country.
- ✈️ **ELCs focus on the operational development of chapters and officers, and also assist with recruitment planning and execution.** They may also work on extension presentations, establishments and installations of new chapters. ELCs may work on a variety of tasks with chapters and officers; from officer transitions to planning philanthropy events and everything in between, they are valuable resources to chapters they visit!
- ✈️ **LCs foster individual member development through building life skills and strengthening leadership and Sisterhood in Alpha Xi Delta Chapters.** LCs will facilitate CliftonStrengths and Inspire programming, host one-on-one coaching sessions with Sisters, and serve as a mentor to each individual they work with. These visits are tailored to meet chapter and individual needs, so programming and coaching sessions can be customized as needed.

WHY IS SOMEONE COMING TO VISIT MY CHAPTER?

- ✈️ Each Alpha Xi Delta chapter, officer, and member is unique, and your upcoming visit from a Travel Team member will reflect that! The ELC or LC coming to work with your chapter is doing so to help your chapter realize its fullest potential, and we encourage you to lean into this work so you can do just that.
- ✈️ The Travel Team member is equipped with specific goals and objectives to accomplish during your visit, but is also available to be a resource for additional questions, tasks, and chapter needs throughout her visit. One thing is for sure: she will leave you equipped with skills and resources to continue realizing your potential and new ways to approach your Alpha Xi Delta experience!

WILL MY VISIT BE IN-PERSON OR VIRTUAL?

- ✈️ Alpha Xi Delta's Travel Team conducts visits with chapters in both in-person and virtual formats. You can expect that either format will contribute to the effective strengthening of you as individuals and as a whole chapter!
- ✈️ The visit notification you received from the ELC or LC visiting your chapter should have specified, but if not, you can reach her via email to confirm these details.

HOW CAN I REQUEST FUTURE VISITS FROM TRAVEL TEAM MEMBERS?

- ✈️ Please let your Area Facilitator, Chapter Development Specialist, or FHQ staff liaison know if you believe your chapter would benefit from future visits with the Travel Team.



PREPARING FOR A TRAVEL TEAM VISIT

IN-PERSON VISIT CONSIDERATIONS

ARRIVAL AND HOUSING ARRANGEMENTS:

The ELC or LC will notify you via email prior to her visit when she will arrive and what assistance she may need with transportation to the campus, chapter house, or other accommodations. She will also inform you of her housing plans for the duration of her visit, so please read all visit emails carefully to be clear about your responsibilities as it relates to transportation and accommodations.

MEALS:

Chapters should plan to include the ELC or LC in any planned chapter meals, and it is encouraged that at other times when chapter meals may not be served, that Sisters arrange to share these mealtimes with the Travel Team members. These are excellent opportunities for you to get to know one another and enjoy time together as Sisters between working meetings and chapter events. Please read all visit emails carefully to be clear about your responsibilities as it relates to providing meals as well as the ELC/LC's dietary restrictions.

MEETINGS:

If an appointment with an on-campus professional is requested by the ELC or LC, please ensure she is provided with instructions for finding this office on campus and make any necessary introductions. It is also suggested that Sisters make time to schedule activities around campus/ the community for the Travel Team member to enjoy and spend quality time with Sisters. Remember that she is a Sister, too, and inviting her along to share in your chapter's unique Sisterhood is a gracious offer that she will love to receive!

VIRTUAL VISIT CONSIDERATIONS

EXPECTATIONS:

It is expected that members treat virtual ELC/LC meetings with the same commitment as they would an in-person meeting. Alpha Xi Deltas meeting with a Travel Team member in a virtual setting should plan to be in a stationary location on a device with stable internet connection, and in a location where they have the ability to speak openly and hear the Travel Team member clearly.

ACCOMMODATIONS:

If the Travel Team member is visiting with your chapter during a time when Executive Committee, team, or chapter meetings are being held, please plan to make accommodations for her to join as an observer or facilitator, as appropriate. This includes pre-arranging audio and visual needs as well as confirming a meeting link to be utilized.



PREPARING FOR A TRAVEL TEAM VISIT

GENERAL CONSIDERATIONS

MEETING PREPARATIONS:

Members are expected to prepare for their ELC/LC meetings by preparing requested documents, such as chapter by laws or COB plans, upcoming tasks or plans that pertain to their officer position as applicable, and questions or goals for the ELC/LC. It is encouraged that individuals connect with the ELC/LC before their meeting should they have specific questions about what is expected of them to prepare/bring.

PREPARING YOUR CHAPTER:

It is suggested that the Chapter President share with the entire chapter about an upcoming Travel Team visit at a chapter meeting. Providing context to the person that may be around campus or meeting with several chapter members virtually is beneficial to building the larger understanding of Alpha Xi Delta's national support network as well as the resources available to all Alpha Xi Delta members. All members are encouraged to take advantage of the allocated time the ELC/LC has with their chapter!

- ✈ Encourage all members, especially those with scheduled meetings with the ELC/LC, to be as open and honest with her as possible about questions/concerns they have, struggles they make experience within their officer role, and areas where they have been successful so far. This will help her be as helpful as possible to your chapter.

BE RESPECTFUL:

When a member of the Travel Team visits your chapter, her goal is to be as helpful as she possibly can, and your cooperation in organizing, coordinating, and executing the objectives of her visit is essential to a valuable experience for all involved! Please be respectful of any Sister who visits your chapter, including Travel Team members, by arriving to meetings on time and prepared, communicating with her about questions or concerns, and showing her common courtesies.

WELCOME HER HOME!

ELC/LCs spend a lot of time away from home in order to benefit Alpha Xi Delta chapters and members, so when they are working with your chapter in-person or virtually, it is valuable to them when you show them kindness and Sisterhood any chance you get.

PRE-VISIT CHECKLIST



- Review the visit email communications to learn about the format of your visit and the responsibilities of the chapter as it relates to accommodations, travel, and meals. Make arrangements for those responsibilities and confirm them with the ELC/LC.
- Announce the visit to the chapter at a chapter meeting and share the meeting sign-up link
 - Travel to and from the airport?
 - Housing arrangements, including towels, linens, and pillows, at the chapter facility?
 - Chapter meals, meals with Sisters? Remember to take any dietary restrictions into account.
- Schedule ELC/LC attendance at requested meetings or other chapter events.
- Confirm any additional activities or events that you plan to share with the ELC/LC.
- Confirm with chapter officers that they have prepared the necessary items for their meetings with the ELC/LC.

AFTER THE VISIT...

You will receive an email from the ELC/LC that outlines the work you achieved together and provides recommendations for the chapter and individual members to continue growing.

Please share the report and specific feedback with appropriate officers and members that it applies to. You might consider reading an ELC report at an Executive Committee meeting, and you might read an LC report to the entire chapter.

Make plans with appropriate volunteers and chapter officers to execute the feedback. Connect with your Area Facilitator, Chapter Development Specialist, or staff liaison for additional support on implementation.

Say thank you! Whether via email or card in the mail, a recognition of your time spent together and the goals you achieved will go a very long way to the Travel Team member.