



Hawai'i Alpha Delta Kappa Leadership Training

August 15, 2020



OFFICER & COMMITTEE CHAIR WORKSHOPS HOST & PRESENTER'S PLANNING GUIDE

Presenters – Getting Ready

1. Review the **Turnover Folder** files from the previous biennium. It may include a copy of the agenda and materials from the 2018 Leadership Training session; decide if it will be useful for your presentation. If not available, contact the previous state officer or committee chair.
2. **Guiding Documents** binder – The state officers and state committee chairs will receive this binder for the biennium. They include the Hawai'i State Bylaws and Policies & Procedures manuals. You can find the same documents as well as the International AΔK Bylaws on the state website at <https://www.hawaiialphadeltakappa.org/documents-forms>.
3. More training resources can be found on the International website by clicking on these links: [AΔK Handbook](#) and [Chapter Officer Training files](#).

Presenters - Agenda and Handouts

1. If you are sharing the session with other presenters plan the amount of time each of you will need. Prepare the agenda in Word or Google Doc format. You may want to create a 2nd version of the agenda for yourself, adding notes which you will refer to in your presentation.
2. Avoid information overload! Keep it to what they need to know between now and the next time you contact them via email.
3. Include a **Calendar of Events** with due dates of reports, future meetings or events that pertain to this office or committee, as well as major state meetings. Keep in mind, the dates are subject to change, depending on factors beyond our control.
4. Email the agenda and handouts to HAΔK Website Chair, Betty Yoshida (hadkwebmaster@gmail.com), no later than **July 25, 2020**. Betty will post them on the state website by August 1st at: <https://www.hawaiialphadeltakappa.org/lt-workshops> under the Documents and Forms tab. Click on "Leadership Training 2020".
5. Notetaking: Presenters will receive the list of registrants from Lori Chun by July 20. If you need assistance with notetaking during the session, make prior arrangements with one of the participants to help you with this.

Host Responsibilities

1. **Invitations**: Hosts will schedule their Zoom workshops and on August 1st email the invitations to all participants and Val Okihara (valerieo@pixi.com). It will include the check-in time and a link to the Leadership Training webpage at <https://www.hawaiialphadeltakappa.org/lt-workshops>. Then, as a reminder, on August 13 the hosts will re-send the **Zoom meeting invitation** and the **Evaluation link**.
2. Check the list of registrants you received and select one to two co-hosts to assist with the following:

- **Participants list** – renaming, if desired (e.g., first name, last initial & committee) and in monitoring the Zoom for raised hands, unmuted mics, sending messages to unmute mic, or turning on the video
 - **Chat** – Alert the presenter if there are any questions or comments.
 - **Attendance** - One host or co-host to admit participants and check attendance list provided by LT Committee (alpha order by first name).
3. **Share Screen** – Decide if others besides the host will share screen. Hosts should be sent the files to share or to have as backup.

August 15 – Host & Presenter Responsibilities on Training Day

Before the meeting begins (Host)

- Enable your co-hosts, if any. Remind them of their responsibilities. Set chat to “Everyone Publicly.”
- Enable sharing if others besides host will share and open files, if needed.
- Mute all participants when the meeting starts. Host and co-host are not muted but may do so.

During the meeting (Host)

- Announcements at the opening of the meeting:
 - Mute, raise hands to be recognized, turn on mic when called on and turn off after speaking.
 - Chat - with “Everyone publicly” only.
 - Before viewing video - View Options (side by side, zoom ratio/fit to window – set at 100%)
- Show video, “Welcome and Membership Recognition” (15 minutes).
- Turn over meeting to the Presenter
- Troubleshooting Assistance:
 - Session 1: Contact Val Okihara (224-0927) or Lori Chun (387-5444).
 - Session 2: Contact Naomi Yap (383-3623) or Alohilani Okamura (265-4507)

End of meeting (Presenter)

- Presenter Announcements:
 - Following the workshop, participants should email the presenter with any other questions not addressed in meeting.
 - An online evaluation link was sent with the August 13 invitation and will be due August 22.

Last, but not least. For some HAΔK members, this is their first time as an officer or a committee chairperson at the chapter or state level, and the duties may seem overwhelming. How can you help after August 15th? Begin by maintaining a positive relationship with your “team” members via email or personal phone calls. Learn how to set up a small Zoom meeting. Because of you, ADK, is a fitting acronym for:

A – Accessible: Your team will be grateful for the open lines of communication. This shows you are there for them. “Information shouldn't be the ultimate objective – inspiration should be.”

D – Dedication: No doubt, someone approached you to chair this position because of your dedication to Alpha Delta Kappa’s ideals. You are someone they can depend on to complete a task successfully ... and hopefully, your team members will do the same for their chapter.

K - Kindness: Your willingness to serve in an Alpha Delta Kappa leadership position is appreciated. Let us continue to spread ALOHA at every opportunity. Thank you, everyone!