



How to Plan an Alumnae Training Day

This resource was developed to assist Regional Alumnae Specialists (RAS) and Alumnae Development Consultants (ADC) in planning and preparing for an Alumnae Training Day (ATD).

Alumnae Training Days are used to bring training to the Fraternity's alumnae groups and can be done with only one alumnae group or with multiple alumnae group present. If there are multiple alumnae groups present, that one ATD would count as a visit for each group (Example: if there are three groups present, then three visits will be counted).

LOGISTICS

Where?

There are many options for location! Here are a few suggestions:

- Local university where a collegiate chapter is present.
 - You would need to reach out to the local collegiate chapter to determine feasibility and cost, likely they would need to book the room for you.
- Local library
 - Many local libraries offer their meeting space free or at a lower cost to non-profit organizations.
- A member's home or vacation home

If inviting multiple alumnae groups, think about the following:

- Is there a central location?
- Is it easily accessible by many of the attendees?

When?

The best date is subjective but should be one that works with as many alumnae group officers as possible. After kickoffs, but before the holidays are a good time because it gives the alumnae group officers the ability to have their calendars planned, start collecting dues and have their first event.

Another suggestion may be at the end of the fiscal year to assist with any final transition questions and before groups complete their calendar for the new year. The best way to identify which day(s) work best is to send out a survey to the invitees with the dates you are available and let the women checkoff which dates work best for them. Survey options to determine a date include: [When2meet](#), [Google Forms](#), [Doodle Poll](#), etc.

What Time?

ATDs should be a minimum of four hours. Generally, a lot of information will be covered during the ATD, therefore the more time available the better. You will also want to leave time for questions and idea sharing.

Who?

ATDs should be open to all alumnae group officers. Depending on what information is being covered, you may encourage certain officers attend, but the information is applicable for all officers.

What should be covered?

Executive Offices have created a full presentation which covers all the alumnae standards. This presentation is not meant to be covered in its entirety in one training day. Rather, it is up to you as the RAS/ADC to identify which of the standards is best covered during that ATD. To help you identify what to cover, a survey should be sent out to the alumnae group officers attending asking them what topics they would like to cover. Then you will identify the corresponding standard to focus on at your ATD presentation.

Survey

A survey should be sent to your groups to identify what date(s) work best for them, what location(s) is best, and what topics they would like to cover. This survey may be sent through free survey tools such as:

- [Survey Monkey](#)
- [Google Forms](#)
- [When2meet](#)
- [Doodle Poll](#)

Save the Date

Once you have selected the location and date, send a save the date to your officers, including a date to RSVP by. This save the date can be designed with a free online graphic design website like [Canva](#). You can then attach that graphic in the body of your email and post it on social media including your Regional Facebook page.

Agenda

After identifying the topics to be covered, an agenda should be created and shared with the attendees, so they know what to expect for the day. Suggested agenda items include:

- Introductions
- Team builder/icebreaker
- Discussion or table topics
- Breaks

Reminders

Two to three days before the event, a reminder email should be sent to all attendees.

Materials

Consider printing the agenda or other notetaking pages for attendees. If you can provide a copy of the presentation, even better. The best way to print the presentation is using the



handouts view in PowerPoint, which prints three slides to a page with a place take notes. Printing costs should be covered by your region's budget.

A sign in sheet should be used to take attendance.

DAY OF THE ATD

Setup

Setup your room with any print outs, materials, etc. If your Regional Director has the budget for a small gift, that is a nice gesture, but not required. You can reach out to the Foundation via your Regional Foundation Coordinator for free stickers they could send you.

The layout of the room will depend on the space you have and the number of attendees. Layouts to consider: classroom style, round tables or a conference or dining room table. Based on your agenda, any activities planned and the ability to rearrange furniture, you determine how to arrange the room.

Strategic seating – if you have multiple groups attending, you may want to arrange seating so that the women are mixed in together to encourage collaboration across groups.

Ensure the room has the following:

- Audio/visual equipment such as a projector, microphone, etc. (if applicable)
- Whiteboard, chalkboard or large surface to write on.
- Wi-Fi information

Parking Lot

During ATDs groups may veer from your presentation. We encourage groups to collaborate and think, but you also need to complete your presentation! As you notice topics are either far off topic(s), you may not know the answer to the question or you need to cut the conversation, add these items to the parking lot list. You can either come back to the parking lot during a break or at the end of the day if time or take note of these items and send the responses via a follow up email after the training has ended.

Timing

Stick as close to your agenda as possible – some topics may run over, some may need to have sections cut to make the time, but the most important thing is to end on time.

AFTER THE ATD

- Send a thank you email.
- Send a survey to identify how the group(s) feel the training went, if they were able to get their questions answered on the topics presented, what additional topics they feel they need training on, etc.
- Complete a visit report and send the visit report to the Assistant Director of Member Services and Alumnae Development, the Council Trustee: Alumnae and Alumnae Team Directors.

