



Ethics and Integrity Roundtables

Workshop Facilitation Instructions

As you prepare to facilitate this workshop, first familiarize yourself with this entire document. Then, identify a room that will meet the needs of your group and the activities identified, select your supporting personnel, gather all needed resources and prepare the materials.

The success of this workshop is in your hands!

Document layout

- *Italicized* words are instructions for you, the facilitator.
- **Highlighted** words are the parts of the facilitation guide that you should read aloud to participants.
- [Brackets] indicate where you need to customize the text you are reading aloud.
- Times listed next to each section are guidelines to complete the workshop in the time identified.
- Facilitation questions used within this guide are suggestions. You can change the questions and narrative to reach the objectives within the activities.

Workshop Logistics

This workshop should be facilitated with individual chapter members by the chapter executive board, past chapter officers or Panhellenic officers who display ethical behavior, with chapter advisors present. When planning, you may need to adjust both the room size and the number of groups to ensure that participants find the activities meaningful. Don't forget to adapt the materials accordingly to match the number of groups and/or participants.

Learning objectives

- Sorority members will learn how conversation and behavior affects potential new members (PNMs).
- Sorority members will recognize how individuals outside of the chapter view the chapter.
- Sorority members will understand the meaning of “everyday integrity” and why guidelines are in place to create an ethical community and chapter.

Time

65 minutes

Recommended participation

- Maximum participation is dictated by the size of the room and the ability to spread out in small groups.
- The number of facilitators (discussion leaders) and note takers is dictated by the number of members.
- Ideally there will be six to eight members at each roundtable with a maximum of 10 participants per roundtable.

Room set up

Banquet style rounds or chairs in circles

Materials

Discussion leader questions (copied and cut for number of groups)

Introduction (three minutes)

This should be led by a current chapter executive board member. Eliminate your introduction if each participant knows you.

Welcome, and thank you for taking time today to participate in conversations about ethics and integrity within our chapter! My name is [name] and I serve as the [title and organization]. A discussion leader is sitting at each table. She has a series of questions that you will talk through with the sisters at your table for 15 minutes. You will then rotate to a second table, and finally a third table. We hope these conversations encourage you to think about what ethics and integrity mean to our chapter and the larger Panhellenic community.

Roundtable rotations (15 minutes x three rounds = 45 minutes total)

Divide the chapter into three groups with no more than 10 members per group. Place each group (ones, twos and threes) throughout the room. Each group will answer a series of questions before rotating to the next roundtable. Discussion leaders should facilitate and guide the discussion at each roundtable; they should not respond to the questions themselves. Note takers should write down prevailing themes and common answers to the questions.

If your chapter is large enough to have more than three groups of 10 members for each, divide your chapter into more than three groups with no more than 10 members. Be aware that you will need to identify one discussion leader and one note taker for each group.

We are going to count off into [three or more] groups. Each group will then go to a discussion table. Each table will be facilitated by a discussion leader.

Distribute the questions to the discussion leaders, which are listed below for your reference.

Roundtable one questions

1. What does the word "integrity" mean?
2. What does the word "ethical" mean?
3. To act ethically, do you have to have integrity?
4. Can you think of a person in our chapter who possesses both ethics and integrity? Why do you see her this way?
5. Describe a situation when you have seen chapter members or fraternity/sorority community members act without ethics or without integrity.

Roundtable two questions

1. As members of [chapter name], what are the most important values that we could possess?
2. What traits help people live these values?
3. When have you seen chapter members possessing these traits? (This could be during or outside of chapter activities.)
4. When have you seen chapter members fall short of possessing these traits? (This could be during or outside of chapter activities.)
5. What can we do as a chapter to make our actions more congruent with our values?

Roundtable three questions

1. When you look at our chapter, what do you think other people on campus think of us?
2. What are some words you believe others use to describe us? Why?
3. Do we give individuals reasons to say and think this of us?
4. How can we aim to have other organizations think positively about us?
5. How can we hold one another accountable to live in ways that disprove negative stereotypes?

Time each of the rotations (15 minutes per round). At the end of 15 minutes, announce that it is time to rotate to a new table.

Debrief (15 minutes)

After the groups have wrapped up their third rotation, bring the members back together to process the following questions. Have one of the note takers continue to record on the responses to these questions.

1. What are your main takeaways from these conversations today?
2. When can our chapter do a better job of living ethically and with integrity?
3. How can we hold one another accountable for our behavior?
4. When have we held each other accountable in the past?
5. What resources do we have to help us hold each other accountable? *(Answers should be around using advisors, judicial/standards processes, etc.)*

Conclusion (two minutes)

Wrap up the workshop. Collect all notes from the note takers for the executive board of the chapter (or the recruitment committee) to review and create an action plan for improving chapter behavior. Collect any other materials left by the group in the room and discard them, and clean up all of your materials. Leave the room as you found it.

Thank you all for your participation and energy today! Conversation about living with integrity and as ethical leaders is important to our chapter and the fraternity/sorority community as a whole. Our organizations need to be recognized for the good that we do, and that begins here in this room. It is our duty to understand what it means to be a sorority member and a member of the National Panhellenic Conference.

Roundtable one questions

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2. What does the word “ethical” mean?
3. To act ethically, do you have to have integrity?
4. Can you think of a person in our chapter who possesses both ethics and integrity? Why do you see her this way?
5. Describe a situation when you have seen chapter members or fraternity/sorority community members act without ethics or without integrity.

Roundtable two questions

1. As members of [chapter name], what are the most important values that we could possess?
2. What traits help people live these values?
3. When have you seen chapter members possessing these traits? (This could be during or outside of chapter activities.)
4. When have you seen chapter members fall short of possessing these traits? (This could be during or outside of chapter activities.)
5. What can we do as a chapter to make our actions more congruent with our values?

Roundtable three questions

1. When you look at our chapter, what do you think other people on campus think of us?
2. What are some words you believe others use to describe us? Why?
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