How to Register for a Module

LEADERSHIP IN ACTION

1 Log on to learn.phisigmapi.org/requestamodule

2 You can search for a Module either by scrolling , by title, my category interests, by category or by keyword in the advanced search.

3 You can see the course objectives for each Module here to help you decide which Module to lead. You can also select More Information to see more.
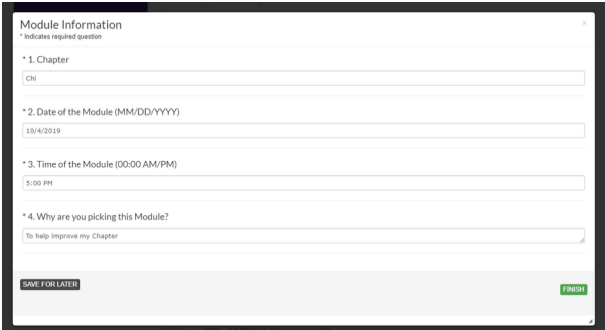
Conflict Management - That's Not The Issue (Facilitator)
This is where Facilitators only request the Leadership in Action Module for the Chapter. Course objectives for this Module include: Learn to separate negative emotions from the issue. Establish credibility and trust. Explore the basic reasons to ask questions. Discover how to ask effective questions.

4 Once you have selected a Module click on register. Then complete registration now.You will be taken to your cart. Double check you have the correct Module selected and click, complete registration. Once you are registered, click on view product to continue.

5 To begin preparing for the Module you will need to complete the Module Information survey.In the survey you will answer 3 questions, the date and time of the Module and why you are picking this Module to lead.

Preparing for the Module

Module Information
4 Questions
Please include information regarding the module.

FILL OUT SURVEY
MARK AS COMPLETED

Module Information
* Indicates required question
* 1. Chapter
Chi
* 2. Date of the Module (MM/DD/YYYY)
10/4/2019
* 3. Time of the Module (00:00 AM/PM)
5:00 PM
* 4. Why are you picking this Module?
To help improve my Chapter

SAVE FOR LATER   FINISH

6 After completing the survey, your materials will be unlocked. The instructor's guide, Participant workbook, print and online copies. Module PowerPoint, Participant Registration Link and Module Announcements from the Director of Leadership Advancement. To download the materials click on each item, then on download.

You must send the Participant Registration link to the Members in your Chapter. They must register using this link or they will not receive their LiA points for participating. Click on the send button for the link to share. Remember this is not the link you will use to earn your 8 points.

Instructor Guide
Open to download resource.

Participant Workbook
Open to download resource.

Online Participant Workbook
Open to download resource.

Module PowerPoint
Select the "Presentation" button to begin.

Participant Registration Link
Done

Module Announcements
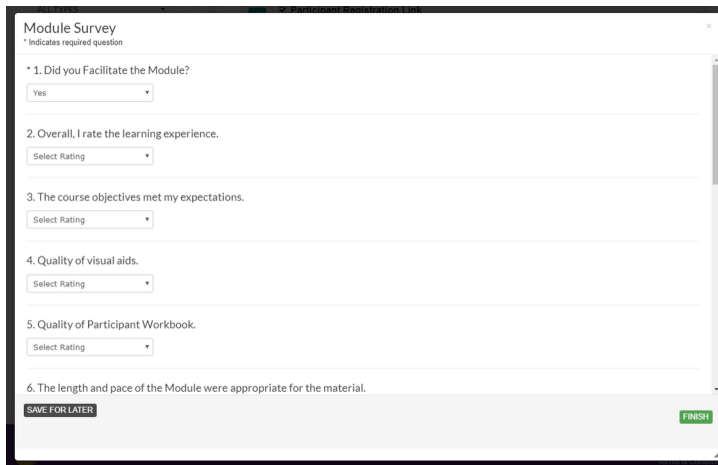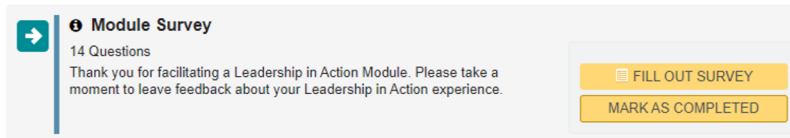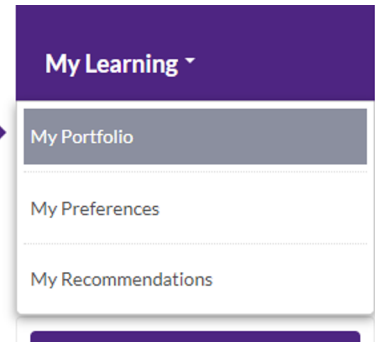Select the "View Announcements " button to begin.

How to Claim Facilitator Points

1 Log on to learn.phisigmapi.org, click My Learning, My Portfolio and select the Module you completed.

My Learning ▾

My Portfolio

My Preferences

My Recommendations

2 Complete the after Module survey.

➡️ **ⓘ Module Survey**
14 Questions
Thank you for facilitating a Leadership in Action Module. Please take a moment to leave feedback about your Leadership in Action experience.

[📋 FILL OUT SURVEY]
[MARK AS COMPLETED]

Module Survey
* Indicates required question

* 1. Did you Facilitate the Module?
[Yes ▾]

2. Overall, I rate the learning experience.
[Select Rating ▾]

3. The course objectives met my expectations.
[Select Rating ▾]

4. Quality of visual aids.
[Select Rating ▾]

5. Quality of Participant Workbook.
[Select Rating ▾]

6. The length and pace of the Module were appropriate for the material.

[SAVE FOR LATER]   [FINISH]

3 If you took a Chapter photo, upload that here.

Next, unlock your points using the verification code on the last page of your Instructor's Guide.

➡️ 🔖 **Upload Module Photo**
Upload and Submit

➡️ 🔒 **Verification Code**
Enter code to continue.
Please enter the verification code found at the end of the Instructor's Guide to earn your 8 Leadership in Action points (6 for the Module + 2 for facilitating). Note: As the Facilitator, you only need to type the Facilitator specific verification code into this section. You should not fill out the participant registration link.

[••••••••• 👁]
[→ SUBMIT VERIFICATION CODE]
[MARK AS COMPLETED]

4 Once your code is entered, your 8 points will be added and you can download the certificate for this Module.

How Members Can Register for a Module

LEADERSHIP IN ACTION

Leadership in Action ▾

Request a Local Module

Local Module Participants

Enroll in Leadership in Action

Lunch and Learn Webinars

LiA Challenge

1 Use the Participant Registration link that your Facilitator sent or go to the Leadership in Action Menu, click Local Module Participants and search for the Module you are attending.

2 Click on the register button, then complete registration now.

Conflict Management - That's Not The Issue (Participants)
Includes Credits
Upon Module completion, claim Leadership in Action points here.

REGISTER (FREE!)   MORE INFORMATION

3 Once you are taken to your cart, click complete registration.

	Original price	Final price
	$0	$0
Total:	$0	$0

COMPLETE REGISTRATION

CANCEL   ADD TO CART AND COMPLETE REGISTRATION LATER
COMPLETE REGISTRATION NOW

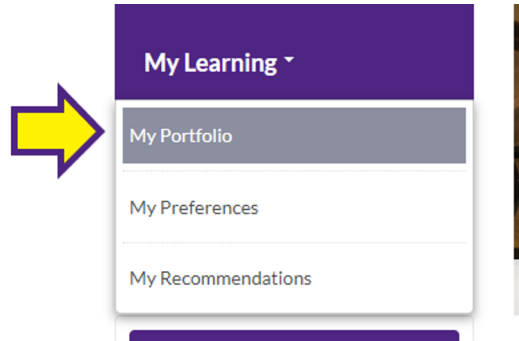**4** You are now registered for the Module and you can view it by clicking View Product.

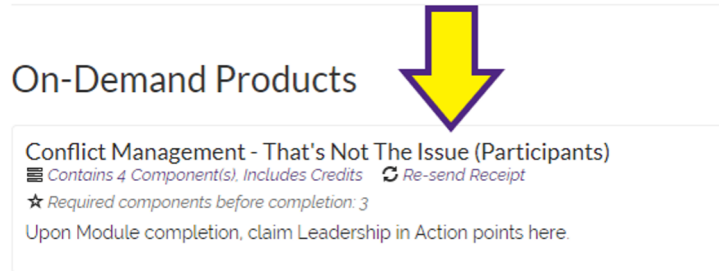## Registration Complete

📅 Registered at 2019-07-16 13:11:04

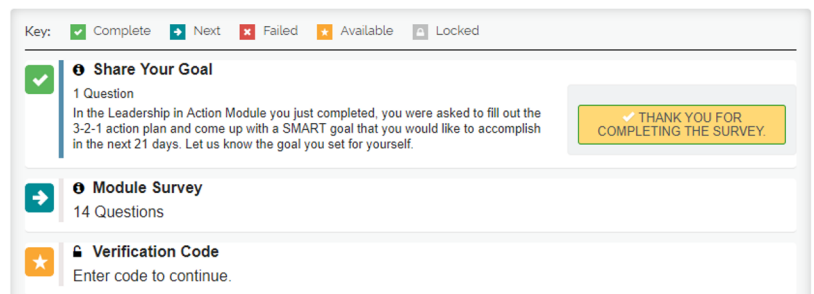| Product	Registrant
Conflict Management - That's Not The Issue (Participants) VIEW PRODUCT	Sarah Test
Total:	

How Members Can Claim their LiA points for a Module

1 After you attended the Module, visit the Module link the Facilitator has shared or go to the My Learning Tab and click My Portfolio.

My Learning ▾

My Portfolio

My Preferences

My Recommendations

2 Then click on the Module you completed.

On-Demand Products

Conflict Management - That's Not The Issue (Participants)
≣ Contains 4 Component(s), Includes Credits   ↻ Re-send Receipt
★ Required components before completion: 3
Upon Module completion, claim Leadership in Action points here.

3 You will then need to share your goal from the 3-2-1 action plan. Then you will need to enter the Module's verification code that your Facilitator shared with you during the Module.

Key: ✅ Complete   ➡ Next   ❌ Failed   ⭐ Available   🔒 Locked

✅ **ⓘ Share Your Goal**
1 Question
In the Leadership in Action Module you just completed, you were asked to fill out the 3-2-1 action plan and come up with a SMART goal that you would like to accomplish in the next 21 days. Let us know the goal you set for yourself.

✔ THANK YOU FOR COMPLETING THE SURVEY.

➡ **ⓘ Module Survey**
14 Questions

⭐ 🔒 **Verification Code**
Enter code to continue.

4 After the verification code is entered, the 6 LiA points will be added to your account and you can download the Module's Certificate.