

Developing the Leader Within

Description

This course is designed to help you develop the attitudes, skills and character traits you will need to become the leader God has called you to be. You may need to establish new patterns of thought and action, and break old habits that have been keeping you back. If you truly devote yourself to the requirements of this course, you will be a more effective and successful leader at the end of it.

Texts:

Developing the Leader Within You by John Maxwell

Step Up by Denise VanEck

Developing the Leader Within Student Notebook (this white three-ring binder)

Course Objectives

Academic:

- You will state a working definition of the following terms:
 - ✓ leadership
 - ✓ success
 - ✓ integrity
- You will memorize the following Scriptures:
 - ✓ Psalm 78:72
 - ✓ Matthew 20:26-28 NAS
 - ✓ Luke 16:10 NIV
 - ✓ Deuteronomy 28:1,2 NKJV
 - ✓ I Chronicles 28:9 NIV
 - ✓ Proverbs 1:5 NIV
 - ✓ Deuteronomy 28:12,13 NKJV
 - ✓ Ephesians 4:29 NIV
 - ✓ I Corinthians 9:26,27 NLT

✓ Isaiah 50:7

✓ Matthew 18:15-17 NIV

- You will name the four areas of self-leadership that must be cultivated and balanced in the life of the leader.
- You will discuss the five levels of leadership, and recognize where you are in each area of your life in which you are a leader.
- You will state and discuss five steps to becoming a servant leader.
- You will state the Pareto Principle, and apply it to priorities and production, and three other areas of your personal life.
- You will state three questions which can help you evaluate your priorities.
- You will state three questions you can ask yourself to be sure that you are building integrity rather than simply an image, and you will regularly use them to monitor your motives and character.
- You will list at least ten characteristics of a leader in trouble, and use these to monitor your own life.
- You will recognize at least five reasons why people may resist change.
- You will state four common reasons why people do not perform the way they should, and who bears responsibility for each.
- You will give a ten-step process for solving a problem, and you will apply it to a problem you are facing.
- You will state the six stages of attitude change and you will apply them to a negative attitude in your own life.
- You will discuss at least four factors which motivate people.
- You will state at least three behaviors which “de-motivate” people.

- You will discuss four areas for which you should take responsibility.
- You will discuss at least five qualities that describe winners.
- You will state the “Seven Deadly Sins of Leadership.”
- You will discuss what it takes to be a good listener.
- You will discuss the rules of conflict for believers as found in Matthew 18:15-17.

Behavioral:

- You will examine your own life to discover what you value, what the beliefs or principles are that you regularly model and would be willing to die for.
- You will discover the areas of your life in which you are consistent (you do what you say) and in what areas you are inconsistent (you say but don’t always live).
- You will do what you can to make necessary changes acceptable and even welcomed by the people involved.
- You will take responsibility for your face.
- You will examine yourself to discover your assumptions about people.
- You will examine your own leadership to be sure that your words and actions are only motivating.
- You will state your vision, and journal about how you can impart it to your followers.
- You will allow the Holy Spirit to help you evaluate whether you are an emotion-driven or character-driven person.

Standards for Grading Assignments

As indicated below, “C” or 2.0 level work is considered average. **Leaders are not average people.** You are therefore expected (required) to put forth the effort necessary to demonstrate at least “B” (3.0) level work or higher on all assignments which you submit. Any which do not will be returned to you with input from your instructor on how you can raise your grade to the expected level. **A course grade will not be given until your assignments demonstrate that you have understood the material presented in the course and allowed your life to be transformed by the Spirit and the Word studied** — the requirements for attaining a “B”.

Your individual assignments (notebooks, tests, reports) will be graded according to the following standards. These grades will be averaged together to determine your course grade. Remember, we are training leaders and leaders are above-average people. Your work will reflect that.

- “D”
 - Indicates barely passing work that is inferior to the average both in quantity and in quality.
 - Manifests a lack of initiative or sense of responsibility or both.
- “C”
 - Average work; either steady work of an acceptable quality, or work of a high quality which is uneven, irregular or fragmentary.
 - May be mechanically or outwardly correct but shows little reflection upon or personal assimilation of the material.
- “B”
 - Intelligently has fulfilled the requirements of this course.
 - Understands the subject matter presented and has applied it to his life in a limited manner but has not really made the truths his own.
- “A”
 - Grasped the material with thoroughness, industry and correctness of detail.
 - Made the material his own by thinking about it and integrating it, using originality, natural ability, and insight.

Course Requirements

1. Completely read *Developing the Leader Within You* by John Maxwell. Complete all of the exercises given in the text, and the application and discussion questions found here in your Student Notebook.

John Maxwell *loves* lists, and his book is full of them! All these great lists will do you no good if they remain in your text. Therefore, you will be writing many of them in your own words and allowing the Holy Spirit to apply them to your life. In addition, you will be required to memorize many of these lists so they are on the hard drive of your brain and therefore available to be drawn upon when needed. A vital part of leadership is proper thinking, and our goal is to help you learn to think as a successful leader. (The “Course Objectives: Academic” above let you know which lists will be on your tests. However, if there are other lists that strike you as important or that the Holy Spirit specifically draws to your attention, don’t limit your learning to only what will be tested in this course. There will be many more tests in your future!)

2. Completely read *Step Up* by Denise VanEck. Complete all of the exercises in the text, including marginal notes, Take It Deeper and Journaling Snapshots.
 - a) The “Take It Deeper” exercises often require you to *do* something. Summarize what you do and your response to the exercise here in your Student

Notebook, *even if that is not part of the assignment in the text*. Your instructor needs to know what you did.

b) Journaling Snapshots are designed to be done one each day, five days a week. *Follow those instructions!* Your goal for this course is to develop habits and characteristics of leadership. This will only happen if you focus your attention every day on what the Lord wants to say to you, and do in and through you that day in the area of leadership. These journaling exercises will be a great help to you by reminding you every day of the work God is doing to make you into the leader He intends you to be.

3. Earn at least a “B” on all tests.
4. Submit a paper discussing what you have learned and how you have changed as a result of this course. What kind of a leader are you? What are your areas of strength as a leader? What are your areas of weakness? What does the Lord want you to do to strengthen your weaknesses? Have you seen any changes in yourself since you began this study? What are they? Are there any changes you want to see? What are they? What concrete things will you be doing to effect those changes in your life and leadership? This paper should be a minimum of four pages, single-spaced, maximum 12-point font. It is due in the final lesson.

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Course Schedule

Lesson One

Assignment to be completed:

Prayerfully read the Introduction and Chapter 1 of *Step Up*, answering all questions and doing all exercises found in the text. Remember that the Journaling Snapshots are to be done one per day for five days! Where there is room in the text to answer the questions, you may do so. "Take It Deeper" and "Journaling Snapshots" should be included here in your Student Notebook, along with any other exercise that does not fit into the text.

Prayerfully read the Introduction and Chapter 1 of *Developing the Leader Within You*, answering all questions and doing all exercises found in the text and the related questions here in this Student Notebook.

Memorize Psalm 78:72.

Memorize the following anonymous quotation concerning leadership: "Sow a thought, reap an action. Sow an action, reap a habit. Sow a habit, reap a character. Sow a character, reap a destiny."

Complete and correct Self-Test One.

Subjects to be explored:

What Is Leadership?

Related objectives:

- You will quote Psalm 78:72. (And David shepherded them with integrity of heart; with skillful hands he led them.)
- You will discuss the differences between being a leader and being a manager.
- You will state working definitions of leadership and integrity.
- You will discuss the five levels of leadership, and recognize where you are in each area of your life in which you are a leader.
- You will state the famous quotation on sowing for leadership.