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LEA 303 - 3 credits

# Developing the Leader Within

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## Course 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. Prerequisite: REN103/503 Communion with God

### Texts:

*Developing the Leaders Within You 2.0* by John Maxwell  
*Step Up* by Denise VanEck

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## Course Objectives

### Academic:

- You will memorize the following Scriptures:
  - ✓ Psalm 78:72
  - ✓ Matthew 20:26-28 NAS
  - ✓ Luke 16:10 NIV
  - ✓ Deuteronomy 28:1, 2 NKJV
  - ✓ Proverbs 1:5 NIV
  - ✓ Deuteronomy 28:12, 13 NKJV
  - ✓ I Corinthians 9:26, 27 NLT
  - ✓ Matthew 18:15-17 NIV
  - ✓ Ephesians 4:29 NIV
  - ✓ Isaiah 50:7
- 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 discuss the four areas of self-leadership that must be cultivated and balanced in the life of the leader.
- You will state the famous quotation on sowing for leadership.
- You will define and apply the Pareto Principle.
- You will state three questions which can help you discover and evaluate your priorities.
- You will state three questions to help you focus on building personal integrity, and you will regularly use them to monitor your motives and character.
- You will state and define the four dimensions of character.
- You will state the meaning of the acrostic PLAN AHEAD, and you will apply it to a problem you are facing.
- You will discuss what Maxwell considers the single most important aspect of a successful leader’s attitude.
- You will state and discuss five steps to becoming a servant leader.
- You will discuss the rules of conflict for believers as found in Matthew 18:15-17.
- You will discuss the four areas of self-leadership that must be cultivated and balanced in the life of the leader, and you will allow the Holy Spirit to evaluate your life in light of them.
- You will discuss how to look at problems through the lens of opportunity.
- 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 discuss what it takes to be a good listener.
- You will be aware of ten barriers to listening, and monitor yourself to be sure that none finds a place in you.

- You will actively work on improving your listening skills, and add to your learning as a result.
- You will discuss questions you can ask that will help you serve people better.
- You will seek the Lord's grace to become a better servant of others, especially those you are called to lead.
- You will develop or clarify your vision, and journal about how the Lord wants you to increase your vision.
- You will honor and follow the mentors in your life, and you will be a mentor to others.
- You will state and discuss four essential elements of a strategic growth plan.
- You will plan a person growth strategy under the guidance of the Holy Spirit.

## Course Requirements

1. Watch or listen to all of the teaching sessions as instructed, taking good notes as you listen. Your Academic Objectives, Self-Tests and Final Exam are based on the content of these lectures.
2. Completely read *Developing the Leaders Within You 2.0* by John Maxwell. Complete all of the application and discussion questions as instructed in the "Exercises" section here in your Student Notebook.
3. 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 some 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" 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!)

## 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.

4. 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.
5. Earn at least a “B” on all tests.
6. 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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## LEA303 Developing the Leader Within

# Course Schedule

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### Lesson One

#### Assignment to be completed:

Prayerfully read 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! Answers to the questions, “Take It Deeper” and “Journaling Snapshots” will be submitted to your instructor so answer them in the best way to facilitate this.

Prayerfully read the Introduction and Chapter 1 of *Developing the Leaders Within You 2.0*, answering all questions and doing all exercises as instructed in the “Exercises” 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?

The Definition of Leadership: Influence

#### Related objectives:

- You will quote Psalm 78:72. (And David shepherded them with integrity of heart; with skillful hands he led them.)
- 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.

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### Lesson Two

#### Assignment to be completed:

Prayerfully read Chapter 2 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!

Prayerfully read Chapter 2 of *Developing the Leaders Within You 2.0*, answering all questions and doing all exercises as instructed in the “Exercises” here in this Student Notebook.

Memorize Luke 16:10 NIV.

Complete and correct Self-Test Two.

#### Related objectives:

- You will quote Luke 16:10 NIV. (Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much.)
- You will be aware of and appreciate the spiritual gifts that are strongest in your life, as well as your temperament, your values and your thinking style.
- You will state three questions which can help you discover and evaluate your priorities.
- You will define and apply the Pareto Principle.

#### Subjects to be explored:

What Kind of Leader Am I?

The Key to Leadership: Priorities