

Keys to Effective Leadership

Course Syllabus

I. Course Description

The purpose of this course is to introduce a range of concepts, tools and methods useful for understanding servant leadership, providing a clear vision of what leaders can accomplish and the challenges they will face, and providing clear directions for the application of these principles.

II. Course Objectives

As a result of this course, the student will:

- A. Deepen his/her concepts and principles of servant leadership.
- B. Grow in his/her ability to lead teams effectively.
- C. Sharpen his/her skill in applying various tools and concepts to overcome challenges.

III. Academic Requirements

Be prepared to learn, participate and conduct yourself in a classroom setting.

IV. Evaluation

None, other than checking for understanding of the subject presented.

V. Bibliography

In addition to bringing your Bible to class, each student will be expected to bring pencil and paper. You will be provided a course outline which allows space for taking notes. However, you may find extra paper extremely useful for taking additional notes.

VI. Course Length

The course will cover a minimum 2-hour time period, beginning at TBD. However, due to the nature and dynamics of the course, student participation, and material covered, the course could very well take up to three hours. Please plan accordingly.

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A. Program Overview

Learning Objective – You and your leadership team will reach the following conclusions:

1. Leadership is not optional; it's **essential**.
2. Leadership is never a **luxury**; it's always a **necessity**.
3. The essence of leadership is **servicing**.

Goals for this workshop:

1. A clear **understanding** of servant leadership.
2. A clear **vision** of what a servant leader can **accomplish**.
3. A clear **description** of the **obstacles** we face.
4. A clear **direction** for each **leader** and the leadership **team** to apply these principles.

B. Section 1: Servant Leadership Development

1. What is the essence of servant leadership?
 - a.
 - b.
 - c.
 - d.
2. Five Principles of Authentic Servant Leadership.
 - a.
 - b.
 - c.
 - d.
 - e.
3. The privilege and responsibility of being a servant leader (1 Timothy 3).

Session 1: A Team with a Purpose

Principle: Servant leaders are committed to a team with a shared vision, purpose and methods.

1. Vision may be initiated by an individual but it is most often fulfilled by a group who share that vision.
2. God believes in teamwork
 - a. Moses – Exodus Chapter 18
 - b. Gideon's 300 – Judges Chapter 7
 - c. Ecclesiastes 4:9-10
 - d. The 12 Apostles
 - e. Five-fold Ministry – Ephesians Chapter 4

3. An effective team is united by a shared vision and purpose and enjoys each other.
 - a. When an effective team is together, the atmosphere is informal, comfortable and relaxed.
 - b. Each one is involved and interested, whether speaking or listening.
 - c.
 - d. Values the contribution of each member.
 - e. Values constructive disagreement and healthy tension.
 - f. Affirms strengths of others and protects their weaknesses.
 - g.
4. Common Obstacles to Team Work:
 - a. Leadership stuck in a comfort zone.
 - b. Lack of seeing lives changed.
 - c. Conflict between the leaders' vision and the congregation's vision.
 - d. Lack of spiritual zeal.
 - e.
 - f. Selfish ambition and the desire to look good.
 - g. Unrealistic expectations.
 - h.
 - i.
 - j. Personal and Family life out of control.

At the core of every thriving ministry is a unified leadership team that loves each other.

Session 2: Relationships – The Heart of Leadership

Principle: Servant leadership is based on affirming, honest relationships. It seeks the best of the other person.

1. Leadership is influence: influencing others to think, to feel, to act in certain ways.
2. Influence begins with involvement. Effective leaders get involved with people.
3. The key to effective influence by leaders lies in relationships.

A relationship is the mutual sharing of life between two or more people.

4. Nine axioms of relationship (Later, see if you can identify them in 1 Thessalonians 2:1-12).
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
 - g.
 - h.
 - i.

5. Four Building Blocks of Relationships

- a.
- b.
- c.
- d.

Session 3: Follow the Leader

Principle: The primary responsibility of a servant leader is to reflect the attitude and the example of Jesus Christ.

THE ESSENCE OF EFFECTIVE LEADERSHIP IS IN SERVING. WE LEAD BEST WHEN WE SERVE.

Servant Leadership begins in the mind with the attitude of Jesus Christ (Philippians 2:5-8). And because He was unselfish, He did two illogical things:

- 1.
- 2.

BEING A SERVANT LEADER IS INTENTIONAL; IT BEGINS WITH A RADICAL CHOICE TO RELINQUISH WHATEVER KEEPS YOU FROM BEING A SERVANT.

Servant Leadership follows the example of Jesus Christ (John 13:1-17).

- a.
- b.
- c.
- d.

Servant Leadership Overcomes Common Obstacles.

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

Session 4: Who has clout?

Principle: Every servant leader is accountable to a higher authority and exists to serve God and others.

Definitions:

Power – The ability to influence people to do something or to change in some way whether they want to or not.

Authority –

Responsibility –

As a church leader, you have power to lead and the authority to use that power.

- 1.
- 2.
- 3.

Servant Leadership is not patterned after the power models of secular leadership.

Power leaders

- 1.
- 2.
- 3.
- 4.
- 5.

Willing to:

- 1.
2. Intimidate
3. Eliminate or abuse those who differ
4. Slander/Deceive/coerce
- 5.
6. Demand obedience/Command Loyalty
7. Love to dictate/bark out the orders
- 8.
9. Greatness determined by always moving up

Jesus said, “NOT SO AMONG YOU.”

1. Servant Leaders Use their power to serve, not rule (Mark 10:43-44).
2. Servant Leaders ambition is not self-centered, but self-sacrificial.

Servant Leaders

1. Exist to serve
- 2.
3. Use power to serve others
- 4.
- 5.

Willing to:

1. Help
2. Care
- 3.
4. Love
5. Allow others to make decisions
6. Initiate obedience/Inspire loyalty
- 7.
8. Never seek to get their way because of their position
9. Greatness determined by always moving down

POWER SERVES, NOT RULES

Serve people with your power and they will not rebel against your power; use your power for yourself and sooner or later you will lose their respect and maybe your position.

Servant Leadership serves rather than being served (Mark 10:45).

A servant leader is submissive to the Lord Jesus (2 Corinthians 5:14-15).

A Servant Leader is submissive to the Lord's interest (2 Cor. 4:5).

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Session 5: When Down Becomes Up

Principle: Servant Leaders accept the call to serve whether others deserve it or not.

Servant Leadership is:

- 1.
- 2.
- 3.
- 4.
- 5.

HUMILITY is the pushing aside on one's own selfish desires and pleasures to consider the good of others.

A Servant Leader cuts himself off from a "me first" mindset (Phil. 2:3).

ME FIRST:

- 1.
- 2.
- 3.
- 4.
- 5.
6. Money and material possessions to satisfy self-indulgence.
7. Lies at the root of family arguments.
8. Wrangles with business associates.
9. Insists on personal rights.

A servant leader views others as more important than himself (Phil. 2:3).

A servant leader lets his personal interests include the interests of others (Phil. 2:4).

When you become a Servant leader you lose the right to think only of yourself.

C. Section II: Understanding How Ministry Teams Work

What Makes a Good Team Work?

- Remember that each member of the ministry team has something to add to your team.
- Formulate team objectives carefully and always take them seriously.
- Remember that team members must support each other.
- Break long-term aims into short-term projects.
- Allocate a clear deadline for each of your projects.

Matching Team to Task

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- Decide early on what style of team is appropriate for your objectives.
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- Make use of the great power of friendship to strengthen a team.

Points to Remember

- A team member is still an individual and should always be treated as such.
- Cross-functional teams offer people the chance to learn about the roles and work of others.
- Formal teams sometimes need informal elements to stimulate and refresh their work.
- Teams cease to be teams if one member becomes dominant.
- All team members should make sure that they are working toward the same goals.

Analyzing Team Roles

- Always choose leaders on merit, regardless of other considerations.
- Look for a strong team commitment from a leader.
- Remember that everyone in a team thinks in a different way.

Balancing Skills within a Team

- When recruiting people for a team, look for their growth potential.
- Pay close attention to lack of relevant experience in group members.
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Setting up a Team

- Set challenging goals that are still realistic in view of your deadlines.
- Consider the aims of individual team members when setting targets.
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Establishing Team Trust

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- Do not delegate any unnecessary work - scrap it.
- Give your team the freedom to make its own decisions.
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- Acknowledge, publicize and celebrate all team successes.
- Find an easily accessible way of displaying team progress daily.
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Creating a Self-Managed Team

- Encourage natural leaders to lead and develop their leadership skills.
- Never reject a team idea without frankly and fully explaining why.
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Improving Team Efficiency

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- Look for ways to use conflict constructively.
- Remember that everyone deserves some fun during the ministry projects of development.

Team Creation Process

Forming – Use socializing and team discussion to initiate group work.

Storming –
Norming

- Encourage team members to establish a creative work pattern.
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Performing –

Improving Team Efficiency

- Always conduct a thorough, open analysis when projects go wrong.
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- Ask people who bring you problems to bring solutions.
- Meet informally as well as formally to discuss your team's progress.
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Communicating Effectively

- Keep the team members in close proximity to ease communication.
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- Encourage the free flow of communication between colleagues.
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Running Team Meetings

- Try to delegate as much as possible to other members of the team.
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- Distribute agendas in advance of the meeting to give your team time to prepare.

D. Section III: Learning to Lead

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What Is Leadership?

- “Leadership is first being, then doing.
- A title and position do not guarantee performance and productivity.
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- Leadership is impossible without a guiding vision and purpose that generates passion for accomplishment.
- Inspiration is the opposite of intimidation and is absent of manipulation.
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What Is a Leader?

- Regardless of title, you cannot be a leader without followers.
- True greatness and true leadership are not achieved by reducing men to one's service but in giving oneself in service to them.
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- True leaders are inwardly directed, self assured; and, as a result, truly charismatic.
- The ingredients of leadership cannot be taught, they must be learned.
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What Makes a Leader?

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- Passion
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- Trust
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The Purpose for Leadership

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- The purpose for leadership is not the maintenance of followers, but the production of leaders.
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- True leadership provides opportunity for other to find and fulfill their God-given purpose.
- True leaders set others free to become leaders.
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Are You Leadership Material?

- The greatest display of leadership is service.
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- If you are going to be an effective leader, you must be prepared.
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The Principle Key to True Leadership

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- Real promotion comes from your growth, preparation and experience.
- Leaders don't draw attention to themselves.
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- Only God gives spiritual authority.
- Be faithful over a little and you will rule over much.
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- Leaders must be servants.

Tapping Your Leadership Potential

- A leader is an innovator.
- If you want to be a leader in God's Kingdom, you've got to be a person who knows how to deal effectively with your failures and the failures of others.
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- Leaders learn by leading and they learn best by leading in the face of obstacles.
- When people have confidence in your leadership, your work will prosper.
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Qualifications for Leadership

- Effective leadership is the perfect balance of competence, vision and virtue.
- If the source of leadership is inspiration, and the life of leadership is confidence, then the fuel of leadership is trust.
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- The character of a leader should be one that commands respect from all.
- A leader must allow himself no indulgence in secrets that would undermine his character or mar his public witness.
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- Mastery and absolute confidence, is mandatory for a leader.
- A leader must be a gentle person.
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- The leader should not be motivated by, or greedy for money.
- If you desire to be a leader, be willing to gain experience over time and understand that you have to qualify for the trust and confidence of others.

Essential Qualities of Leadership

- A leader is a person who has first submitted willingly and learned to obey a discipline imposed from without, but who then imposes on himself a much more rigorous discipline from within.
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- Wisdom is more important than academic accomplishments.
- When all the relevant facts are in, a swift and clear decision is the mark of a true leader.
- Courage is resistance to and mastery of fear, not the absence of fear.
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- A leader must be able to reconcile opposing viewpoints without giving offense and without compromising principle.
- In order to lead, it is essential that we are led by the Spirit of God.
- True character is made in secret and is displayed openly.
 - Discipline
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 - Common sense
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 - Fortitude
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 - Sense of humor
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 - Patience and endurance
 - Fellowship

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- Inspirational power

The Price of Leadership

- You must be prepared to accept and face the cost that comes with leadership responsibility.
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- If you are not willing to stand alone in your vision, not many will be willing to stand with you.
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The Dangers of Leadership

- A leader who knows who he or she is does not depend on others to validate their sense of self-worth.
- True leaders never forget from whence they came, and live to bring others to where they are.
- True leaders are always aware that they are only a link in a long, historical chain.
- The true leader does not measure his or her success by comparing himself or herself with others, but with their own purpose and vision.
- - Popularity
 -
 - Egotism and indispensability
 -
 - Disqualification

The Kind of Leader to Be

- Be a responsible leader
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- Be an exemplary leader
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- Be an efficient leader
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- Be a communicating leader
- Be a goal-oriented leader
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- Be a working leader
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- Be a competent leader
- Be a leader led by the Great Leader of leaders, Jesus Christ!

Did You Know – **“Leaders see the world while others see the village.”**