

EMBASSY COLLEGE



ανηρ ὅς εμπροσθεν μου γεγονέν, ὁι πρῶτος μου ἦν. **31**κἀγὼ οὐκ ἤδειν αὐτόν, ἀλλ' ἵνα φανερωθῆ τῷ Ἰσραὴλ διὰ τοῦτο ἦλθον ἐγὼ ἐν ὕδατι βαπτίζων. **32**Καὶ ἐμαρτύρησεν Ἰωάννης λέγων ὅτι Τεθέαμαι τὸ πνεῦμα.



SYLLABUS AND STUDY GUIDE

How to Be a Servant Leader

LT440

Dr. Ron Cottle

COURSE SYLLABUS

I. COURSE TITLE: PT740 –Leadership Principles VI

II. **COURSE DESCRIPTION:** This is a course in the series: Leadership Principles. It focuses on servant-leadership and how to become more effective as a servant-leader. Emphases of the course include: “Strategies for Improving Your People Skills,” “How to be a Good Manager,” “How to Have Healthy Self-Confidence,” “How to Combat Discouragement,” “How to Motivate,” and others.

III. **COURSE RATIONALE:** The study of this course will equip the student with knowledge and skills for becoming an effective servant-leader. The student’s awareness of and ability to apply leadership principles will be increased.

III. COURSE OBJECTIVES:

Cognitive: When the student has successfully completed this course, he/she will be able to:

- A. Define and describe a successful servant-leader.
- B. Identify and develop attitudes and strategies that will produce the traits of a servant-leader.
- C. Identify and understand strategic people skills and how to employ them.
- D. Recognize the difference between leadership and management and the skills required to be a good manager of people.
- E. Recognize the signs of ministry or workplace discouragement, its causes, and cures.
- F. Understand the nature and value of healthy self-confidence.
- G. Motivate others as a leader.

Affective: The successful student will further:

- A. Appreciate and practice practical ways to enrich the servant-leadership characteristics he/she already possesses.
- B. Develop and impart to others an increased passion to be an effective servant-leader.

IV. COURSE TEXTS:

- A. Textbook, *Servant Leadership: Lead by Serving – Serve by Leading*, by Dr. Ronald E. Cottle, Columbus, GA: TEC Publications, 2012.
- B. Study Guide and Syllabus

V. SUGGESTED TOOLS OF STUDY:

- A. The Holy Bible – King James Version plus one other version, translation of one’s choice.
- B. Peruse as many of the books listed in the bibliography as possible.
- C. Optional: Video or audio CD: “How to be a Servant-Leader” study series available at Ron Cottle Ministries, 6003 Veterans Parkway, Columbus, GA 31909, 706-323-0847 x 100 or <https://buyrcottleministries.com>.

VI. CLASSROOM METHODOLOGY:

- A. Lecture followed by class discussion.
- B. Time will be provided for in-class sharing.

VII. COURSE EVALUATION:

- A. Attendance at ALL the lectures is required. If a lecture is missed for any reason, the chancellor must be informed in advance and the student must listen to a recording of the lecture.
- B. Final Exam

VIII. COURSE BIBLIOGRAPHY:

Books

Adams, Bruce. Ed. *Ethics and Leadership Working Papers*, Kellogg Leadership Studies Project. College Park: The James MacGregor Burns Academy of Leadership, 1996.

Anderson, Ray S. *The Soul of Ministry: Forming Leaders for God’s People*. Louisville: Westminster John Knox, 1997.

Blackaby, Henry and Richard Blackaby. *Spiritual Leadership: Moving People on to God’s Agenda*. Nashville: Broadman & Holman, 2001

- Carroll, Jackson W. *As One With Authority*. Louisville: Westminster John Knox, 1991.
- Chaleff, Ira. *The Courageous Follower: Standing Up to and for Our Leaders*. 2nd Ed. San Francisco: Berrett-Koehler Publishers, 1995, 2002.
- Clinton, Robert J. *The Making of a Leader: Recognizing the Lessons and Stages of Leadership Development*. Colorado Springs: NAV Press, 1988.
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- Drucker, Peter F. *Managing the Non-Profit Organization: Principles and Practices*. New York: Harper Business, 1992.
- Gardner, John W. *On Leadership*. New York: Simon & Schuster Adult Publishing Group, 1993.
- Harari, Oren. *The Leadership Secrets of Colin Powell*. New York: McGraw Hill, 2002.
- Hunter, James C. *The Servant: A Simple Story about the True Essence of Leadership*. Roseville: Prima Publishing, 1998.
- Julian, Larry. *God Is My CEO: Following God's Principles in a Bottom-Line World*. Avon: Adams Media Corporation, 2001.
- Kets de Vries, Manfred F. R. *The Leadership Mystique: A User's Manual for the Human Enterprise*. Harlow: Pearson Education, 2001.
- Kotter, John P. *Leading Change*. Boston: Harvard Business School Publishing, 1996.
- Kouzes, James M. and Barry Z. Posner. *Credibility: How Leaders Gain and Lose It, Why People Demand It*. Indianapolis: Jossey-Bass Publishers, 1995.
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Maxwell, John C. *The 21 Irrefutable Laws of Leadership*. Nashville: Thomas Nelson, 1998.

_____. *The 21 Indispensable Qualities of a Leader: Becoming the Person that People Want to Follow*. Nashville: Thomas Nelson, 1999.

_____. *The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team*. Nashville: Thomas Nelson, 2001.

_____. *Developing the Leader within You*. 2nd Ed. Nashville: Thomas Nelson, 2001.

_____. *Leadership 101*. Nashville: Thomas Nelson, 2002.

Nee, Watchman. *Authority and Submission*. Anaheim: Living Stream Ministry, 1998.

Nelson, William R. *Ministry Formation for Effective Leadership*. Abingdon Press, Nashville, 1988.

Oswald, Roy M. and Otto Kroeger. *Personality Type and Religious Leadership*. The Alban Institute, Washington, DC, 1988.

Rosenbach, William E. and Robert L. Taylor, eds. *Contemporary Issues in Leadership*. 5th Edition. Boulder: Westview Press, 2001.

Sanders, J. Oswald. *Spiritual Leadership*. Revised. Chicago: Moody Publishers, 1994.

_____. *Dynamic Spiritual Leadership: Leading Like Paul*. Uhrichsville: Barbour Publishing, 1999.

Sashkin, Marshall. Ed. *Educational Leadership and School Culture*. Richmond: McCutchan Publishing Corporation, 1993.

Sashkin, Marshall and Molly G. Sashkin. *Leadership That Matters: The Critical Factors for Making a Difference in People's Lives and Organizations' Success*. San Francisco: Berrett-Koehler Publishers, 2003.

Scheidler, Bill. *Apostles: The Fathering Servant: A Fresh Biblical Perspective on Their Role Today*. Portland: City Bible Publishing, 2002.

Webster, Scott. *Balance of Leadership and Followership*. Kellogg Leadership Studies Project. College Park: The James MacGregor Burns Academy of Leadership, 1997.

Online Resources

Christian Leadership World. Shifnal: The Teal Trust. <http://www.teal.org.uk/index.htm>

James MacGregor Burns *Academy of Leadership*. College Park: University of Maryland.
<http://www.academy.umd.edu/home/>

Harvard Business School. Boston: Harvard University. <http://www.hbs.edu/>

Leadership. North Central Regional Educational Laboratory.
<http://www.ncrel.org/sdrs/areas/le0cont.htm>

Leadership Journal.net. Carol Stream: Christianity Today.
<http://www.christianitytoday.com/leaders>

Leadership U. Addison: Christian Leadership Ministries.
<http://www.leaderu.com/menus/issues.html>

Books and CDs by Dr. Ron Cottle

Available at Ron Cottle Ministries
6003 Veterans Parkway
Columbus, GA 31909
706-323-0847 ext. 215
www.roncottleministries.com
<https://buy.roncottleministries.com>

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LESSON ONE

HOW TO BE AN EFFECTIVE SERVANT-LEADER Philippians 2:5-11 (NLT)

⁵ You must have the same attitude that Christ Jesus had.

⁶ Though he was God, he did not think of equality with God as something to cling to.

⁷ Instead, he gave up his divine privileges; he took the humble position of a slave and was born as a human being. When he appeared in human form,

⁸ he humbled himself in obedience to God and died a criminal's death on a cross.

⁹ Therefore, God elevated him to the place of highest honor and gave him the name above all other names,

¹⁰ that at the name of Jesus every knee should bow, in heaven and on earth and under the earth,

¹¹ and every tongue confess that Jesus Christ is Lord, to the glory of God the Father.

INTRODUCTION:

In the workplace of most ministries and other organizations today, there is a lot of

f_____ · o_____ · d_____

and, in some places, a general malaise bordering on serious morale deficiency.

What is the problem? . . . What is missing?

I think that what is missing in such corporations and ministries is the sense of a deep, _____ _____ with our work.
--

- A connection that t_____ position and power and pay . . .
- A connection that earlier generations had but we have largely _____ . . .

It is the sense that my work . . . my ministry is an expression of my spiritual relationship with God!!

1. My work is not something I do _____ my spirituality . . .
 2. It is an essential e_____ of my spirituality . . .
 3. My w_____ and my w_____ are not two different and competing things . . .
1. But one is the tangible extension and concrete expression of the other . . .
 2. My work is the _____ on the horizontal level of my worship on the vertical . . .
 3. My worship is the _____ where I meet with God; my work is the _____ where it flows out to others!!

A major question we must ask ourselves when considering our life's vocation is:

How does my spiritual life find expression in my _____?

And further . . .

How does my spiritual life influence my _____ about my work . . . ?
 my relationship with employees . . . ?
 with peers . . . ?
 with customers . . . ?
 with vendors . . . ?
 with others . . . ?

This is not an “altar call” or a “pep talk”!

O.K. now, let's all “be spiritual” at work . . . then we'll be happier and more productive.