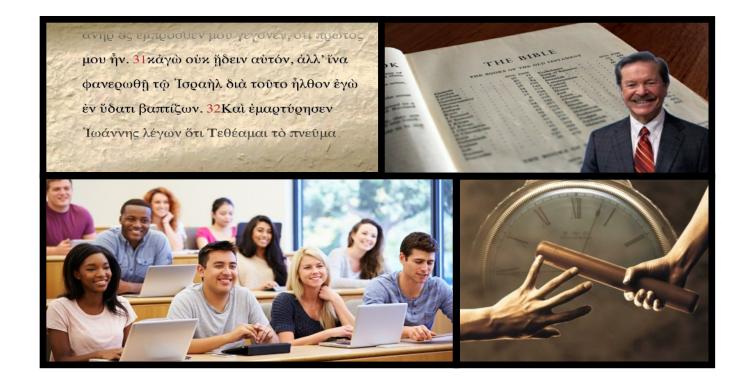
# EMBASSY COLLEGE





# 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*. 2<sup>nd</sup> 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.

Dale, Robert. *Leadership for a Changing Church*. Nashville: Abingdon Press, 1998.

Damazio, Frank. The Making of a Leader. Portland: City Bible Publishing, 1988.

\_\_\_\_\_. Effective Keys to Successful Leadership. Portland: City Bible Publishing, 1993.

Depree, Max. Leadership is an Art. New York: Dell Publishing Company, 1990.

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.

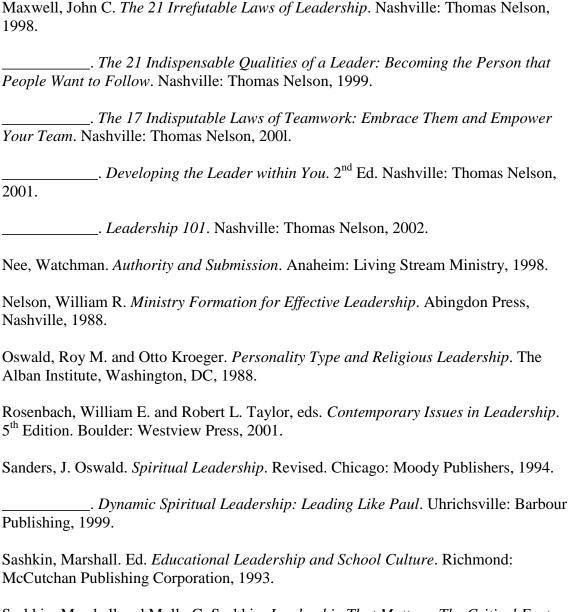
Julian, Larry. *God Is My CEO: Following God's Principles in a Bottom-Line World*. Avon: Adams Media Corporation, 2001.

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.

Encouraging the Heart: A Leader's Guide to I	Rewarding and	Recognizing
Others. Indianapolis: Jossey-Bass Publishers, 1998.		



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. <a href="http://www.teal.org.uk/index.htm">http://www.teal.org.uk/index.htm</a>

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

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.rcottleministries.com

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### **LESSON ONE**

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

### **INTRODUCTION:**

In the workplace o	of most ministries a	_		-	
and, in some place	es, a general malaise	e bordering or	n serious	morale defici	ency.
What is the proble	m? What is mis	ssing?			
•		C			
	I think that what i	_	-		
	ministries is the s	ense of a deep ith our work.	_		
		1011 0 001 11 01111			I
• A conn	ection that t	positio	on and po	ower and pay.	
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• A conn	ection that earlier g	generations ha	ad but we	have largely	···
					1
	It is the sense that expression of my				
	supression of my	Spiritual Tolai	· ·		J

<sup>&</sup>lt;sup>5</sup> You must have the same attitude that Christ Jesus had.

<sup>&</sup>lt;sup>6</sup> Though he was God, he did not think of equality with God as something to cling to.

<sup>&</sup>lt;sup>7</sup> 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,

<sup>&</sup>lt;sup>8</sup> he humbled himself in obedience to God and died a criminal's death on a cross.

<sup>&</sup>lt;sup>9</sup> Therefore, God elevated him to the place of highest honor and gave him the name above all other names,

that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue confess that Jesus Christ is Lord, to the glory of God the Father.

1.	My wo	ork is no	ot something I do	m	y spirituality
	2.	It is an	essential e	_ of my spi	rituality
		3.	My w and my w things	ar	e not two different and competing
1.	But on	e is the	tangible extension and c	concrete ex	pression of the other
	2.	My wo		on the horiz	contal level of my worship on the
		3.	My worship is the where it flow		re I meet with God; my work is the hers!!
	A majo	or quest	ion we must ask ourselv	es when co	nsidering our life's vocation is:
			How does my spiritua	l life find e	xpression in my?
And fu	ırther				
			does my spiritual life infelationship with employe with peers with custome with vendors with others .	ees? .? ers?	about my work ?
This is	not an	"altar c	all" or a "pep talk"!		

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