

# EMBASSY COLLEGE



ανηρ ὃς εμπροσθεν μου γεγονεν, οἱ πρωτος μου η̄ν. 31 κᾱγω οὐκ η̄δειν αῡτον, ᾱλλ' ἵνα φανερωθῆ τῷ Ἰσραηλ διᾱ τοῡτο η̄λθον ἐγω̄ ἐν ὕδατι βαπτίζων. 32 Καὶ ἐμαρτύρησεν Ἰωάννης λέγων ὅτι Τεθέαμαι τὸ πνεῦμα.



## SYLLABUS AND STUDY GUIDE

### Leadership 101

LT301

Dr. Ron Cottle

# LEADERSHIP PRINCIPLES I

DR. RONALD E. COTTLE

Textbook for the Course:  
*Lectures on Leadership Volume I*  
by Dr. Ronald E. Cottle

# SYLLABUS

- I. COURSE TITLE:** PT655 : Leadership Principles I
- II. COURSE DESCRIPTION:** The course will provide a foundational framework of knowledge and critical thinking skills. Students will evaluate contemporary leadership challenges and propose solutions to develop the thinking processes and skills needed to transform organizations through effective leadership.
- III. COURSE RATIONALE:** The study of this course will enhance the students' knowledge and skills in effective leadership of people and organizations. The student's awareness and ability to apply Christian leadership principles will be increased.
- IV. COURSE OBJECTIVES:**

***Cognitive Domain:***

The student will be able to:

- A. Identify the key issues that confront the leader in ministry, education, business, and other organizations (Knowledge).
- B. Identify and develop strategies for developing effective leadership in his/her own family, business, and ministry (Knowledge, Comprehension and Application).
- C. Discuss and formulate a leadership training and development strategy for an organization (Comprehension, Application and Analysis).
- D. Demonstrate a level of competency in assessing levels of function and dysfunction in the leadership of an organization (Comprehension, Application, Analysis and Evaluation).
- E. Develop a personal theory and methodology of effective Christian leadership (Comprehension, Application, Analysis, Synthesis and Evaluation).

***Affective Domain:***

- A. The student will be motivated to achieve a higher level of growth in his/her leadership role(s) (Responding).
- B. The student will have an increased desire to implement Biblical principles of leadership in practical ways in his/her family, business, and ministry (Valuing).

## **V. COURSE OUTLINE:**

A. Lectures will cover the following topics:

1. LEADERSHIP: DEFINITION  
“What is Leadership?”
2. LEADERSHIP: FOUNDATIONS  
“Three Areas of a Stable Foundation for Leadership”
3. LEADERSHIP: QUALIFICATIONS  
“Biblical Qualifications of Leaders”
4. LEADERSHIP: CHARACTERISTICS  
“Characteristics of a Leader”
5. HOW TO MEET PEOPLE’S NEEDS AS A LEADER  
“Basic Needs and Principles for Meeting Them”
6. HOW TO RESPOND TO CRITICISM AS A LEADER  
“The Critical Area of Criticism”
7. HOW TO CONFRONT AS A LEADER  
“Confrontation Can Be a Good Thing”
8. HOW TO RECOGNIZE POTENTIAL LEADERS  
“Spotting Eagles”

## **VI. COURSE METHOD:**

This course will use a combination of learning methods including: lecture and independent study.

## **VII. COURSE TEXTS:**

Cottle, Ronald E. *Lectures on Leadership Vol. I*. Columbus: TEC Publications, 2004.

## **VIII. COURSE REQUIREMENTS:**

- A. Attendance is required at ALL lectures. If a student must be unavoidably absent, he/she must listen to the lecture tape.
- B. Read the assigned textbook.
- C. Complete the final examination as assigned. This will cover the lectures and the **Cottle** text.

## IX. 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.
- Damazio, Frank. *The Making of a Leader*. Portland: City Bible Publishing, 1988.
- \_\_\_\_\_. *Effective Keys to Successful Leadership*. Portland: City Bible Publishing, 1993.
- \_\_\_\_\_. *The Vanguard Leader*. Portland: City Bible Publishing, 1994.
- Dale, Robert. *Leadership for a Changing Church*. Nashville: Abingdon Press, 1998.
- 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 Rewarding and Recognizing Others*. Indianapolis: Jossey-Bass Publishers, 1998.
- \_\_\_\_\_. *The Leadership Challenge*. 3rd Ed. Indianapolis: John Wiley and Sons, 2002.
- 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.
- Pree, Max De. *Leadership is an Art*. New York: Dell Publishing Company, 1990.
- 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>

# **Leadership Principles I**

## **Course Study Guide**

# Ten Principles of Leadership

## A Great Leader:

1. Thinks soberly; prays profoundly.
2. Establishes his convictions by the Word.
3. Defines his terms—not labels and offices, but ministries.
4. Keeps strong government—not “Rules and Regs,” but commitment.
5. Recognizes and confirms his covenant in bonds of love and respect (Authority).
6. Does not extend his influence where he is not willing to take responsibility.
7. Prays for a new level of wisdom.
8. Functions by revelation and anointing—not in techniques and soul-power.
9. Builds according to the plan of God—not in competition or imitation of some other minister or ministry.
10. Stands and keeps on standing.



# Lecture 1

## What Is Leadership?

### I. What Is Leadership?

#### A. Nicholas Murray Butler

Although leadership is not easy to define, the one characteristic common to all leaders is:

\_\_\_\_\_.

1. Leadership is not \_\_\_\_\_.

2. Leadership is not \_\_\_\_\_.

3. Leadership is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

### II. Leadership Traits

Trait is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

#### A. Enthusiasm

1. Enthusiasm includes \_\_\_\_\_ and \_\_\_\_\_.

2. A leader is an \_\_\_\_\_; he thinks \_\_\_\_\_.