

Transformational Leadership

Redeemer School of Ministry
Spring 2018
Mike Webster, Instructor

Course Objectives:

1. Become familiar with the elements of Christian management and leadership.
2. Develop a personal action plan for becoming the best person, and leader, God created you to be.
3. Appreciate the significance of leadership and management for successful Christian ministry.
4. Create familiarity with the tools and techniques for continuous improvement of personal leadership and organizational development.
5. Build positive expectation for increased effectiveness in life and ministry.
6. Practice some skills used in leadership for ongoing application to life and ministry situations.
7. Establish a forum for questions relevant to excellence in Christian leadership and management.

Course Contents:

1. Define management, leadership and related concepts.
2. Practice leading yourself well before you attempt to lead others.
3. The leader as architect: plan, train, execute, review.
4. Core Identity: establish and communicate the vision.
5. Team Building: organizing people to accomplish the mission.
6. System Creation: making solutions that work.
7. Using tools, techniques, resources and technology appropriately.
8. Stewarding the resources God gives us: time, people, and money.
9. Personal and organizational application of the material.

Course Requirements:

1. Preparation for and attendance at classes.

Consistent attendance is required. More than two absences may result in failure. Students also need to be prepared to join in with class discussions and activities. If there are health issues, or other factors that affect you, it is your responsibility to keep the instructor informed.

2. Read and process the “Leading from the Inside Out” course text.

Each week you are responsible to read the assigned section. While you read take time to mark, underline, and note important and impacting ideas. Answer the questions, fill in the blanks, and do the work the author assigns. Then come to class prepared to share your process to the class individually and in a small group session.

Due dates:

February 1, 2018	through chapter 3
February 8, 2018	through chapter 5 and Personal Constitution
February 15, 2018	through chapter 7
February 22, 2018	through chapter 9 and Action Plan

Finally write a report on your reading of this textbook. The report should consist of three parts. The first part is a summary or synopsis of the material in the book in which you note the ideas that impacted you. The second part is your evaluation and response to the book. The third part is a signed statement of the percentage of the book that you have read for this course. The entire report should be no longer than one page. This report is due during the class period on 3/1/18. Late papers will receive a penalty.

3. Read and process the “Doing Church as a Team” course text.

Each week you are responsible to read the assigned section. While you read take time to mark, underline, and note important and impacting ideas. Then come to class prepared to share your discoveries.

Due dates:

March 8, 2018	through page 86
March 15, 2018	through page 171
March 22, 2018	through page 228

Finally write a report on your reading of this textbook. The report should consist of three parts. The first part is a summary or synopsis of the material in the book in which you note the ideas that impacted you. The second part is your evaluation and response to the book. The third part is a signed statement of the percentage of the book that you have read for this course. The entire report should be no longer than one page. This report is due during the class period on 3/29/18. Late papers will receive a penalty.

4. “Eat That Frog” time and accomplishment program.

Students will complete a time study and personal time development program based on the material from class. Using the class materials and more examine your current use of time. Slowly and carefully, work through the ideas in the textbook and pick one tool to focus on. Make a plan for your personal application.

For the first part, you will do a personal examination of the current use of your time. Using the class handouts, and whatever other materials you find helpful, record how you are spending your time. Analyze your strengths and weaknesses in time use. What are your primary obstacles for better achievement? What are your major time wasters? When and how do you work best?

For the second part, you will interact with the 21 ideas that are presented in the textbook. Read each one. Apply this idea to your life, ministry, and work. Observe the dynamics of this idea. Ask yourself questions such as: What is effective? What doesn't seem to fit? What needs further development? How useful is this idea? Pick one of the 21 ideas to focus on for your personal application. Become more aware of the impact and application of this idea.

For the third part, you will complete your personal time and accomplishment development program. Review the first two parts you did for this project. Then make application to your life, ministry, and work. Write a report on your ongoing plan for managing your time. The report will consist of three parts. The first part is a signed accountability statement indicating what percentage of the textbook you have read during this semester. The second part is a summary or synopsis of the material you have been exposed to in the area of time management. The third part is your individual plan to continue to use the ideas you have been exposed to. The entire report should be no longer than one page. This report is due during the class period on 4/26/18. Late papers will receive a penalty.

5. A final examination.

This exam will be objective in nature. The test will be given 5/3/18.

6. Class participation.

Course Grading:

Final course grades will be determined by approximately equal weight for each of the course requirements with plus and minus adjustments for class participation.

For extra credit, compensation for a low grade, or for people who already have deep interaction with transformational leadership, you can complete an additional assignment. Discuss with the instructor a project that would be suitable and meet your needs.

(Contact the instructor if you do not understand any assignment. If you think you need to make any adjustments to these assignments, contact the instructor.)

Course Texts:

Leading from the Inside Out Rima, Samuel D. Baker Books, 2000. (This book is out of print and will be available electronically free of charge with registration in this course.)

Doing Church as a Team Cordeiro, Wayne. Regal Books, 2004 revised and expanded edition.

Eat That Frog Tracy, Brian. Berrett-Koehler Publishers; 2017 3rd edition

Classroom Decorum:

We will be completing significant course together in these days. Because it has been structured to accommodate busy adult learners in a compact time schedule, we will need focus and cooperation for this to be successful. Plan to arrive on time because class will begin promptly. Avoid private discussion during class time. Use of cell phones, pagers, music devices, and the like should be avoided during class. Be prepared for material to be given at a rapid pace. Take personal responsibility to receive any materials handed out during class. Wait for appropriate discussion points to raise questions and concerns. Be considerate of your fellow students.

Contacting the instructor:

Your interaction is invited. Feel free to chat if you need extended discussion.

Phone: 315-382-2416

Email: mike@spirit-word.com

Transformational Leadership

Tentative Class Schedule

Week	Date	Assignment Due	Class Topic
1	1/25/18	Register and get textbooks	Introduction, definitions
2	2/1/18	Inside Out – through chapter 3	Your values and calling
3	2/8/18	Inside Out – through ch. 5 + Const.	Your goals and motivations
4	2/15/18	Inside Out – through chapter 7	Self-leadership
5	2/22/18	Inside Out – through ch. 9 + Action	Leadership keys, Architect
6	3/1/18	Inside Out – report due	Core Identity, Vision casting
7	3/8/18	Church Team – through page 86	Delegation, Team building
8	3/15/18	Church Team – through page 171	Training and Development
9	3/22/18	Church Team – through page 228 +	Creating systems, Planning
10	3/29/18	Church Team – report due	Initiatives, Best practices
11	4/5/18	Eat that Frog – current time use	Alignment and focus
12	4/12/18	Eat that Frog – read and focus	Leading time, people, money
13	4/19/18	Eat that Frog – read and focus	Evaluating, Reviewing
14	4/26/18	Eat that Frog – report due	Coaching for Success
15	5/3/18	Final Exam and Course Evaluation	Wrap up, Putting it together