

# **Leadership Lessons Level 1 Workbook**

## **Becoming a Leader**



**from the Inside Out**

***Six Crucial Areas of  
A Leader's Personal Life***

## **Leadership Lessons Level 1 – Becoming a Leader from the Inside Out The Leader’s Personal Life      The Disciplines of Being a Leader**

### **LEADER: A definition**

“A leader is a person who influences others through example, encouragement, and guidance to become growing followers of Jesus Christ fulfilling God’s purpose as a saint in His image, servants in the church and witnesses in the world.”

### **The Foundation of Leadership is the Personal Life of the Leader**

“A leader is, before a leader does!”

### **Being a Leader means always being a Follower! John 21:22**

Who leads the Leader? (Living as a Follower) John 21:15-22

### **The Leader and His Devotional Life (Living by the Truth)**

Psalm 119:9,11 Study & Memorization

Psalm 1:1-6 Meditation

Heb. 4:12-13 Examination . Journaling

Heb. 4:15-16 Prayer

### **The Leader and His Home Life (Living in Relationships)**

I Tim. 3:4-5 Eph. 5:18-6:4 Deut. 6:4-9 I Peter 3:7

### **The Leader and His Schedule (Living by Priorities)**

Psalm 90:10-12 Eph. 5:15-16 James 4:13-15

Sabbath Principle Gen. 2:1-3

### **The Leader and His Finances (Living within your Means)**

Romans 12:13

II Cor. 4:2

### **The Leader and His Gifts (Living By Design) Eph. 4:11-16 Romans 12:1-8**

Discovering your gifts by involvement

Discerning your gifts by confirming encouragement

Developing your gifts by experience

Deploying your gifts by investment

### **The Leader and His Convictions (Living with a clean conscience)**

Romans 6:1-14 Romans 14:1-23

# Welcome

# Nametags

# Introductions

Fill in a name tag

Find a partner

Get a pen and a good seat

Stay on the page we're working on

## Page 3

### WHAT I'VE LEARNED... I've learned...

that you can do something in an instant that will give you heartache for life.

that it's taking me a long time to become the person I want to be.

that you should always leave loved ones with loving words. It may be the last time you see them.

that you can keep going long after you can't.

that we are responsible for what we do, no matter how we feel.

that either you control your attitude or it controls you.

that regardless of how hot and steamy a relationship is at first, the passion fades and there had better be something else better and stronger to make it last.

that heroes are the people who do what has to be done when it needs to be done, regardless of the consequences.

that money is a lousy way of keeping score.

that sometimes the people you expect to kick you when you're down will be the ones to help you get back up.

that true friendship continues to grow, even over the longest distance— same goes for true love.

that just because someone doesn't love you the way you want them to, doesn't mean they don't love you with all they have.

that maturity has more to do with the experiences you've had and what you've learned and less to do with how many birthdays you've celebrated.

that no matter how good a friend is, they're going to hurt you once in a while and you must forgive them

that it isn't always enough to be forgiven by others. Sometimes you have to learn to forgive yourself.

that no matter how bad your heart is broken the world doesn't stop for your grief

that our background and circumstances may have influenced who we are, but we are responsible for who we become.

that you shouldn't be so eager to find out a secret. It could change your life forever.

that two people can look at the exact same thing and see something totally different— same goes for hearing.

that your life can be changed in a matter of hours by people who don't even know you.

that even when you think you have no more to give, when a friend cries out to you, you will find the strength to help.

that credentials on the wall do not make you a decent human being.

that the people you care about most in life are taken from you too soon.

# **Becoming a Leader from the Inside Out**

## **Leadership Lessons Level 1**

### **The Leader's Personal Life The Disciplines of Being a Leader**

**Definition: "A leader is...." (Your First Draft)**

**Pick a Partner(s) & form a Team**

The New Testament has a lot to say about being a leader.

What key principles of leadership can you find in each passage?

I Cor. 11:1

Phil. 1:14

Phil. 2:22

Phil. 3:13

Phil. 3:17

Phil. 4:9

Col. 1:28

Col. 4:17

I Thess. 2:5-20

II Thess. 3:7-9

I Tim. 4:12-16

I Peter 5:2-5

**Definition: "A leader is...." (Second draft)**

**Consider the following definition of a leader.....**

**LEADER: A definition** *(by Ron Berrus)*

A leader is a person who \_\_\_\_\_ others through \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_ to become what he himself isō ..a  
growing follower of Jesus Christ fulfilling God's purpose as a \_\_\_\_\_ in God's image,  
a \_\_\_\_\_ in the church and a \_\_\_\_\_ in the world.+

**Circle the most important words, from your perspective, in this definition.**

List them and explain why they are important?

**What did you leave out of your definition that was included above?**

**What did you include in your definition that is not included above?**

**Your Next Definition of "A Leader" (Your third draft)**

**"A leader is....**

**Principle #1**

**A Leader is reproducing \_\_\_\_\_, not just accomplishing a \_\_\_\_\_!**

“No leader \_\_\_\_\_, before a leader \_\_\_\_\_!” I Cor. 11:1

A **manager** \_\_\_\_\_ people in the accomplishment of a \_\_\_\_\_.

A **leader** \_\_\_\_\_ people to \_\_\_\_\_; to become like \_\_\_\_\_ in the areas of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

Management focuses on doing the \_\_\_\_\_ well ã ..

Leadership focuses on developing the right \_\_\_\_\_ who ð do right

**Principle #2**

**The Foundation of Leadership is the \_\_\_\_\_ of the Leader!**

“Reproduction requires \_\_\_\_\_!” I Cor. 11:1 I Tim. 4:12-16

“Leadership requires \_\_\_\_\_.”

**Principle #3**

**Being a Leader means always being a (Follower)!**

Who leads the Leader? (Living as a Follower) I Cor. 11:1 John 21:15-22

**Accountability** should not \_\_\_\_\_, but rather \_\_\_\_\_ as a leader ð influence \_\_\_\_\_.

**Name two people who have been influential leaders in your life experience.**

**Why were they so effective?**

**What mark have they left on your life?**

**Who are you seeking to mentor and influence as potential future leaders?**

**Does anyone hold you accountable? Who? How?**

(Page 7)

**Key Accountability Questions**  
for those who are serious in their walk with God.

- 1. Have you been with a woman anywhere this past week that might be seen by anyone as compromising or questionable? If yes, explain.**
- 2. Have any of your financial dealings lacked integrity? (Been dishonest, not totally truthful, beyond your budget)**
- 3. Have you exposed yourself to any sexually explicit material on TV, Videos, Movies, Internet, Magazines or anything else? If yes, explain.**
- 4. How many days in the last 7 have you spent at least 15 minutes in personal Bible study and prayer on your own?**
- 5. Have you given personal time to your wife and each of your children in the last week. If yes, explain how.**
- 6. Have you fulfilled the mandates of your calling as a Christian man, husband, father, servant, and minister of Christ?**
- 7. Have you just lied to me?**

**The Leader and His Devotional Life (Living by the Truth)**

Psalm 119:9,11 \_\_\_\_\_ & \_\_\_\_\_ (set a weekly goal)

Psalm 1:1-6 \_\_\_\_\_ (use your memorization several times a day)

Heb. 4:12-13 \_\_\_\_\_ (where is God convicting you of sin)

Heb. 4:15-16 \_\_\_\_\_ (use a prayer list)

**PLAN: Journaling & Prayer List, Prayer Partner**

**What?** (What does it say . paraphrase, ask questions)

**So What?** (What does it mean . write down main point)

**Now What?** (What should I know, feel, do)

Pray it back to God:

Lord, Thank youõ õ

Lord, pleaseõ ..

YOUR GOAL:

**How many days** in the last 7 did you have a personal quiet-time with God? Be honest!

**How many hours** (total) in the last week did you spend on TV, Internet for pleasure, pleasure reading? How many hours total in the last week in God's word?

**What is the most difficult part of maintaining the discipline of daily devotion?**

Not getting anything out of itõ .haven't found a method I enjoyõ .lack of personal disciplineõ can't understand the Bible I am readingõ .I don't know what to doõ .

**What is your favorite Bible verse? Why?**

**Have you used "Call to Joy" with a spiritual coach? Do you want to start?**

**The Leader and His Home Life (Living in Relationships)**

I Tim. 3:4-5 **Respect** . Defines the \_\_\_\_\_ of the relationship

Eph. 4:25-27 **Honesty** . Defines the \_\_\_\_\_ of the relationship

Eph. 5:18-6:4 **Commitment** . Defines the \_\_\_\_\_ of the relationship  
Deut. 6:4-9

I Peter 3:7 **Acceptance & Understanding** . Defines the \_\_\_\_\_  
of the relationship

Ephesians 4:32 **Forgiveness** . Defines the \_\_\_\_\_ of the relationship

YOUR GOAL:

**Remember.....The difference between a Leader and a Boss is.....**

A boss \_\_\_\_\_ , a leader \_\_\_\_\_.

**Which style of leadership (boss or leader) do you tend to model?**

**Does your mate participate with you in your leadership? Explain.**

**Which of the five areas discussed above are weakest in your home?**

**How can you influence and improve your overall home life as a leader?**

**How do you show respect and acceptance to your mate?**

**How do you show respect and acceptance to your kids?**

**What are some problem areas in your home relationships?**

**What are some of the causes of these conflicts?**

**The Leader and His Schedule (Living by Priorities)**

**Psalm 90:10-12** Realize Time is \_\_\_\_\_.

**James 4:13-15** Realize Life is \_\_\_\_\_ & \_\_\_\_\_.

**Eph. 5:15-16** Don't waste time, \_\_\_\_\_ it. It's your primary resource!

**Gen. 2:1-3** Don't Forget the \_\_\_\_\_ Principle

**Physical Rest** . of the \_\_\_\_\_ bury the tach too long and you blow the engine

**Spiritual Rest** . of the \_\_\_\_\_ anxiety, stress, anger, fear, frustration, conflict

Israel under the Law was required to REST Leviticus 23

3 Sabbath weeks a year . Feasts of Passover, Pentecost, Tabernacles  
Time to Reflect & Gain Perspective, to connect with family, to rest and recuperate

1 yr. In seven . % Sabbatical+  
Time to Reorganize & Make New Plans

YOUR GOAL:

**Do you schedule regular time for worship, ministry, family, spouse, and rest**

**What are your biggest wastes of time? (TV, Internet, Paper, Phone, other)**

**What areas of time use in your life have gotten out of balance?**

**Do you take time to rest physically and spiritually every week?**

**Is corporate worship and ministry a rock-solid commitment in your life as a leader?**

## ***Time Management Practical Helps***

**Evaluate your time use!**

**Use a day-timer** or organizer that you can keep with you all the time. Use it!

**Plan for productivity!**

**Make a list** of what needs to be done.

**Do them in order of importance.**

**Finish one before moving on to the next.**

**Do your best the first time** . doing a job poorly only means doing it over

**Make the decision!** postponing decisions due to fear, not taking the time to get the information needed, etc., only increases the pressure and delays productivity. Making a good decision must be followed by making the decision a good one by carrying out the details.

**Arrange your office** so you can get to what you need easily and quickly.

**Eliminate waste!**

**Get out from under that pile of mail.** Some practical helps

1. Junk! If you know you don't need it, don't open it . throw it away!
2. If it needs a response, answer it immediately, with brevity and cordiality.
3. Have a clear destination for bills . put them there immediately.
4. Select the same time every day to deal with the mail. Then do it!

**Use the telephone wisely.** Use it . but don't let it waste your time. Plan a time to do your calls. Don't let the Tele-marketers waste five minutes . let them know right up front you really aren't interested . TWICE! It saves you time and them money!

**Plan your week** . time for work, wife, kids, planning, bills, relaxation, etc. Your schedule will need to flex and change as needs and situations arise. But the unpredictability of life is no excuse for not planning ahead.

(Page 12)

**Bob Biehls “7 Questions that Could Change Your Life”**

- 1. What is my single greatest strength? What I do best!**
  
- 2. What 3 Decisions are causing me the greatest stress now?**
  
- 3. If I could only accomplish 3 more things before I die..what?**
  
- 4. What is eating up my time but producing little results?**
  
- 5. What can I delegate that others are willing to do?**
  
- 6. What are the elephants in my schedule?**
  
- 7. What 3 things could I do in the next 3 months that would make a 50% difference in my stress level & time use?**

(Page 13 )

**The Leader and His Finances (Living within your Means)**

**II Tim. 6:6-10 \_\_\_\_\_ is Crucial**

**Phil. 4:11-13 \_\_\_\_\_ is Learned**

**Romans 12:13 \_\_\_\_\_ is controlling**

**II Cor. 4:2 We are \_\_\_\_\_ , Not \_\_\_\_\_**

**II Cor. 8:7-15; 9:5-15 \_\_\_\_\_ Principle**

**YOUR GOAL:**

**Are you using a budget effectively and consistently?**

**Are you living within your means or is debt a problem in your life right now?**

**Are you giving to the Lord in a way consistent with Christ-like stewardship?**

**What do you need to change to bring your financial life under the Lordship of Christ?**

**If you need help, get it! There are people in the church who are willing and able to help you evaluate and improve your personal financial management. Ask the pastor or a deacon to refer you to someone who can sit down with you and your spouse and give you some practical, biblical guidance.**

## FINANCIAL MANAGEMENT

**Living within your means is a matter of perspective, planning, and personal discipline.**

**Perspective:** I am a \_\_\_\_\_ so I need to be content, I need to manage within my means

**Planning:** Laying out a budget that is conservative and liveable

Use a file folder and a record keeping book

Know exactly what your bills are and when they are due

Discover where your money is being spent . record every penny for the next month. You can't make a realistic budget until you know what you're doing with the money now!

Set up a plan to record bills, dates, check numbers, goals

**Self Discipline:** You must learn to say no to yourself. You need to learn to not buy impulsively. You must learn to control yourself if you truly want to control your money!

## **Five Levels of Leadership.**

**J o h n Maxwell's "Developing The Leader Within"**

**The five levels are:**

1. \_\_\_\_\_ - people follow you because they have to
2. \_\_\_\_\_ - People follow you because they want to
3. \_\_\_\_\_ - People follow you because of what you have done for the organization;
4. \_\_\_\_\_ - People follow you because of what you have done for them;
5. \_\_\_\_\_ - People follow you because of who you are and what you represent.

Maxwell further states in relation to #5, "Few make it." He does not mean by that statement that all who are below level #5 are failures. Instead, he is saying that everyone starts at level #1. As we grow in leadership, we will progress up the levels. Maxwell also cautions against trying to skip over any level. We must grow from one level to the next.

What level am I on?

Do I want to progress?

What specific things can I do to take the next step up?

Maxwell makes another great statement: "Success without a successor is failure."

(Page 16)

**The Leader and His Gifts (Living By Design)**  
**Eph. 4:11-16      Romans 12:1-8**

\_\_\_\_\_ **Gifts**  
Teaching, Preaching, Counseling

\_\_\_\_\_ **Gifts**  
Administration, helping, showing mercy, giving

**Discovering your gifts by** \_\_\_\_\_  
What areas of ministry have you explored by experience?

**Discerning your gifts by confirming** \_\_\_\_\_  
What do your wife, friends, others say your gifts are?

**Developing your gifts by** \_\_\_\_\_  
How can you develop your effectiveness in using your gifts for God?

**Deploying your gifts by** \_\_\_\_\_  
What is your present ministry involvement?  
What is stopping you from using your gifts more actively or effectively?

YOUR GOAL:

**The Leader and His Convictions.....Living with a clean conscience**

**Write another draft of your definition of “A Leader”**

II Cor. 7:1

II Tim. 2:1-7

Romans 14:1-23

Ephesians 4:30

I Cor. 10:14-11:1

Leaders must maintain a clean (conscience) and keep the good of their followers always in view. Leaders aren't just (walking) the pathway of life, they are guiding their (followers) down the pathway they have chosen. Leaders have a far bigger responsibility than just themselves!

**Just because it isn't \_\_\_\_\_ doesn't mean it's \_\_\_\_\_!**  
**Just because it isn't \_\_\_\_\_ doesn't mean it's \_\_\_\_\_!**

YOUR GOAL:

**Describe a situation that seriously tested your Christian convictions and principles.**

**How did you respond to it? Would you respond differently now, if facing it again?**

## (Page 18)

### Thoughts on Character

- %Fame is a vapor, popularity an accident, riches take wings, those who cheer today will curse tomorrow; only one thing endures . character+ Horace Greely
- %No change of circumstances can repair a defect of character+ Ralph Waldo Emerson
- %You can tell the character of every man when you see how he gives and receives praise+ Seneca the Younger
- %Your character is built by what you stand for, your reputation by what you fall for+ Anonymous
- %The highest reward for a man's toil is not what he gets for it but what he becomes by it+ Anon.
- %A crisis doesn't make a person; a crisis reveals what a person is made of+ Anon.
- %As the excellence of steel is strength, and the excellence of art is beauty, so the excellence mankind is moral character.+ A.W. Tozer

#### THE CHARACTER ISSUE: Integrity and Humility (Chuck Wood)

My contention is that there are four absolutely essential aspects of leadership: character, relationships, vision, and passion. Character is listed first in my approach because it looms larger than any of the other aspects. Independent Baptist fundamentalists have already been treated to too many demonstrations of the disastrous effects of character flaws and failures!

The subject of character is a broad one. Bill Gothard lists fifty character qualities, and others have suggested additional traits or aspects thereof. There are two, however, which I believe to be absolutely essential to leadership. One of them is very obvious; the other is not.

Integrity is a subject which includes many additional sub-categories under its expansive definition. Honesty, dependability, transparency, truthfulness, straightforwardness, etc. are all aspects of integrity. It would be impossible to over-stress the importance of this amalgamum of qualities in the life of the leader. Integrity is essentially what makes the difference between good and bad leaders and leadership.

The other necessary quality is not nearly so apparent. It is, of all things, humility! Humility is an interesting trait, and it is not at all what is usually put forth by way of definition. A humble man knows who he is, but he also knows who He is. He is quite aware of his abilities and talents, but he is also fully aware of the Source of all that he is able to do. Therefore, a humble man is never arrogant. He doesn't believe that he is right all of the time or even completely right any of the time. He recognizes the rights of others, including the right to have and express opinions. He stands ardently for truth, but he defines truth as that which can be squarely based on a clear interpretation of the Word of God or on a principle that is obviously drawn from the Word of God. He realizes that he has great importance to God, but he sees God as more important than self.

One concomitant of humility has to do with the individual's view of the relative importance of God and God's work. A truly humble man recognizes that God is more important than he and that God's work is more important than anything that pertains to him. Therefore, he will not force his own way in the context of the local church (if he cannot persuade, he will not force, except in the most unusual circumstances), and he will not seek his own vindication, especially if that vindication would bring reproach on the name of the Lord or the reputation of His work.

Integrity is obviously in short supply in our world. If one would lead in such a way as to hear a "well done" at the end of the road, he needs to settle the character issue at the very outset. If a man lacks integrity, let him follow but not lead. If an individual lacks humility, let him "stay by the stuff" lest the name and work of the Lord be dealt mortal blows by self-will's posing as the Spirit-leading.

## (Page 19)

### Thoughts on Leadership.....

**%Leadership is a potent combination of strategy and character. But if you lack one, be without strategy. %o H. Norman Schwarzkopf**

**%The only thing that walks back from the tomb with the mourners and refuses ever to be buried, is the character of the man. This is true. What a man is, survives him. It can never be buried.+ J. R. Miller**

**%No man ever climbed out beyond the limits of his own character+ Patrick Morley**

In order to be as leader a man must have followers. And to have followers, a man must have their confidence. Hence, the supreme quality for a leader is unquestionable integrity. Without it no real success is possible, whether on a football field or in an army. If a man's associates find him guilty of phoniness, **if they find that he lacks forthright integrity, he will fail. His teachings and actions must square with each other. The first great need, therefore, is integrity and high purpose.+ Dwight D. Eisenhower**

**Leadership is not about "personality". All kinds of personalities have shown up in great leaders. The key qualities of leadership are integrity, vision, determination, humility, commitment, and a lifelong pursuit of wisdom.**

**%The greatest mistake you can make in life is fearing you will make one! Failure is delay, not defeat. Discouragement and failure are sure stepping stones to success. You will learn more about yourself, your life and your values in these times than in any other, if you will study them. Success and failure are not opposites, they are products of the same process of pursuit." William Ward, Roger Von Oech**

**%Your most unhappy customers are your greatest source of learning.+ Bill Gates**

**%If you find yourself in a hole, the first thing is to stop digging+**

**%If you think you're really influential, try ordering someone else's dog around!+**

**"Integrity commits itself to character over gain, people over things, service over power, principle over convenience, the long view over the immediate". Maxwell**

**%A leader sees more, sees farther, sees before others do.+**

**"Judge today, not by the harvest you reaped but by the seeds you planted."**

Final application to my life .

**Last draft of your definition of “A Leader”**

**If, as a leader, everyone in the church followed my example, describe the quality of .....**

Their devotional life & spiritual depth

Their home life & relationships

Their use of time

Their ministry involvement, dedication & dependability

Their giving financially to the church and missionaries

Their personal habits & witness in the community

**If everyone at FBC were following my example, describe.....**

The Worship Services

The Sunday School

The Evangelistic Outreach

The Church Budget

The Missionary Budget

The Prayer Meeting

The Advance of the Gospel

The Winning of the Lost

The Growth of New Believers

Our Reputation in the Community

Our Evaluation by Christ Himself

***The 21 Irrefutable Laws of Leadership by John Maxwell***

1. The law of the \_\_\_\_\_: Leadership ability determines a person's effectiveness.
2. The law of \_\_\_\_\_: True measure of leadership is influence - nothing more, nothing less.
3. The law of \_\_\_\_\_: Leadership develops daily, not in a day.
4. The law of \_\_\_\_\_: Anyone can steer the ship, but it takes a leader to chart the course.
5. The law of \_\_\_\_\_: When the real leader speaks, people listen.
6. The law of \_\_\_\_\_: Trust is the foundation of leadership.
7. The law of \_\_\_\_\_: People naturally follow leaders stronger than themselves.
8. The law of \_\_\_\_\_: Leaders evaluate everything with a leadership bias.
9. The law of \_\_\_\_\_: Who you are is what you attract.
10. The law of \_\_\_\_\_: Leaders touch a heart before they ask for a hand.
11. The law of the \_\_\_\_\_: A leader's potential is determined by those closest to him.
12. The law of \_\_\_\_\_: Only secure leaders give power to others.
13. The law of \_\_\_\_\_: It takes a leader to raise up a leader.
14. The law of \_\_\_\_\_: People buy into the leader, then the vision.
15. The law of \_\_\_\_\_: Leaders find a way for the team to win.
16. The law of the \_\_\_\_\_: Momentum is a leader's best friend.
17. The law of \_\_\_\_\_: Leaders understand that activity is not necessarily accomplishment.
18. The law of \_\_\_\_\_: A leader must give up to go up.
19. The law of \_\_\_\_\_: When to lead is as important as what to do and where to go.
20. The law of \_\_\_\_\_: To add growth, lead followers - to multiply, lead leaders.
21. The law of \_\_\_\_\_: A leader's lasting value is measured by succession.