

# Developing The Leaders Around You

An 8-Session Video Series by

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# *Developing the Leaders Around You*

## Student Guide

### Lesson 1 / Part 1: LEADING from the Highest Level

#### LEVEL OF LEADERSHIP:

- Entry Level-Leaders \_\_\_\_\_ where they are going.
- Credibility Level - Leaders are able to take \_\_\_\_\_ there.
- Accepted Level - Leaders are able to take \_\_\_\_\_ there.
- Highest Level - Leaders are able to take \_\_\_\_\_ there.
- The function of a leader is to produce more \_\_\_\_\_  
not \_\_\_\_\_

#### I. Observations in Leadership

A. There is a leadership vacuum in \_\_\_\_\_

B. There is a leadership vacuum in the \_\_\_\_\_

Question: Who is taking responsibility to raise leaders?

C. A new leadership \_\_\_\_\_ is needed.

**Old leadership paradigm** - The Head Buffalo has the herd stand around until he shows them what to do.

**New leadership paradigm** - The flying geese where every goose has the responsibility to lead, follow or scout, in order to effectively accomplish the goal of the gaggle.

**Old leadership thought** - "I'm the leader, follow me."

**New leadership thought** - "Here's the goal, let's go."

**Old leadership thought** - "The leader knows best."

**New leadership thought** - "Two heads are better than one."

## II. Foundation Principles for a New Style of Leadership:

- Leaders transfer \_\_\_\_\_ for work to those who execute the work.
- Leaders create the \_\_\_\_\_ for ownership where each person wants to be responsible.
- Leaders \_\_\_\_\_ the development of personal capabilities.
- Leaders learn fast themselves and encourage others to \_\_\_\_\_  
\_\_\_\_\_ .
- Someone must take \_\_\_\_\_ to raise new leaders.

### *Three Questions We Must Ask:*

- 1) If we do not do it - who will? \_\_\_\_\_ .
- 2) If we do not do it now - when? \_\_\_\_\_ .
- 3) If we do it only for ourselves - why? \_\_\_\_\_

## III. Differences between leaders who develop leaders and leaders who develop followers:

### A. The leader's \_\_\_\_\_ .

- Leaders who develop **followers** need to be \_\_\_\_\_ .
- Leaders who develop **leaders** want to be \_\_\_\_\_.
- Leaders who develop **followers** want to be \_\_\_\_\_
- Leaders who develop **leaders** want to be \_\_\_\_\_

**B. The leader's \_\_\_\_\_ .**

- Leaders who develop followers focus on the \_\_\_\_\_ of the people.
- Leaders who develop leaders focus on the \_\_\_\_\_ of the people.

**1. Results of focusing on peoples' weakness:**

A \_\_\_\_\_ relationship.

Both leader and follower become \_\_\_\_\_.

Eventually, the leader and the follower will \_\_\_\_\_ each other.

The leader may want to **GO ON**, but the follower will want to **HOLD ON**.

The follower may want to **LET GO**, but the leader has too much **EGO**.

**2. Results of focusing on peoples strengths:**

An \_\_\_\_\_ relationship.

Essential of empowerment: The leader's \_\_\_\_\_ to transfer power.

Both leader and follower become \_\_\_\_\_

Released to grow!

Released to deal with their weaknesses!

Released to become a leader!

Eventually the leader and follower will \_\_\_\_\_ each other.

*How?*

The follower becomes a \_\_\_\_\_.

The leadership load is now \_\_\_\_\_ .

Both leaders \_\_\_\_\_ instead of add.

The mentoring leader receives \_\_\_\_\_ in return than he or she ever gave.

**C. The leader's \_\_\_\_\_ .**

- Leaders who develop followers devote their attention to the \_\_\_\_\_ 20 percent of the group.
- Leaders who develop leaders devote their attention to the \_\_\_\_\_ 20 percent of the group.

### Percentage Table

People	Return
1	1
2	2
----	3
3	4
4	5
5	6
6	7
7	8
8	----
9	9
10	10

**IV. Why we fail to give our “Top 20 percent” 80 percent of our time, resources and planning:**

- \_\_\_\_\_ leadership training - we are \_\_\_\_\_ to train leaders which can lead to intimidation.
- \_\_\_\_\_ leadership training - we are trained for the bottom 20 percent.
- \_\_\_\_\_ leadership skills - the bottom 20 percent follow easier.
- Wrong \_\_\_\_\_ - the bottom 20 percent call on us.
- \_\_\_\_\_ - the bottom 20 percent make us feel special.

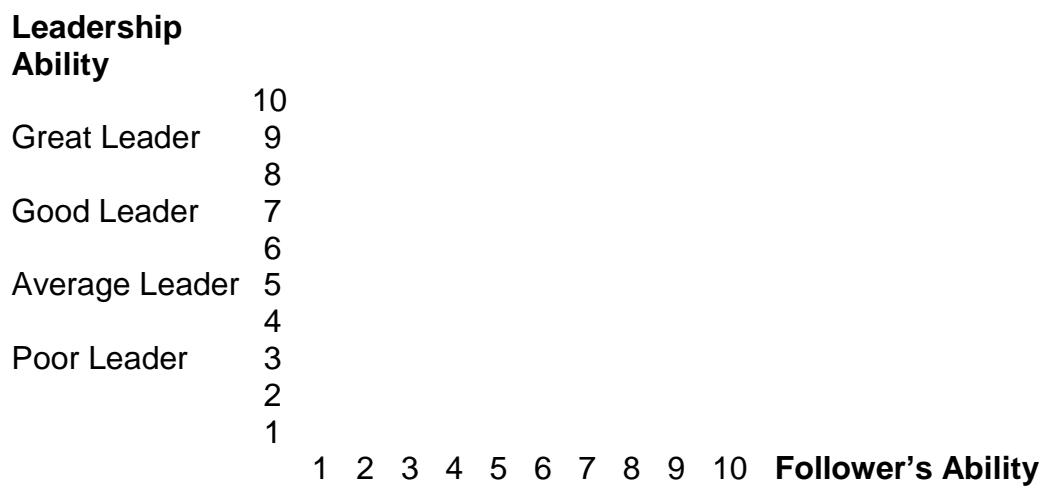
## Lesson 1 / Part 2: LEADING from the Highest Level

V. The leader's \_\_\_\_\_ .

Leaders who develop followers are \_\_\_\_\_ leaders.

Leaders who develop leaders are \_\_\_\_\_ leaders.

Leadership functions only on the basis of confidence and respect. People follow people they respect and in whom they have confidence.



**OBSERVATIONS:**

Leadership flows \_\_\_\_\_ & \_\_\_\_\_; seldom up.

The best way to reach a higher level follower, is to become a higher level leader.

To stay on the same level and not grow as a leader, will limit the \_\_\_\_\_

and \_\_\_\_\_ of the people you attract.

**VI. The leader's \_\_\_\_\_ .**

Leaders who develop followers \_\_\_\_\_ position and power.

Leaders who develop leaders \_\_\_\_\_ position and power.

“The measure of a man is what he does with power.” *Pittacus*

Go to the people,  
Live among them.  
Learn from them.  
Love them.  
Start with what they know,  
Build on what they have.  
But of the best leaders,  
When their task is accomplished,  
Their work is done,  
The people will remark,  
“We have done it ourselves.” (Chinese poem)

**VII. The leader's \_\_\_\_\_ .**

- Leaders who develop followers \_\_\_\_\_ time with people.
- Leaders who develop leaders \_\_\_\_\_ time with people.



- Followers are not as \_\_\_\_\_ as leaders.
- Followers are not as \_\_\_\_\_ as leaders.

**TIME INVESTMENT STRATEGY FOR PEOPLE AND ORGANIZATIONS:**

- Make an \_\_\_\_\_ .
- Write an \_\_\_\_\_ .
- Call for \_\_\_\_\_ .
- Evaluate their \_\_\_\_\_ .

**VIII. The leader's \_\_\_\_\_ .**

- Leaders who develop **followers** grow their organization by \_\_\_\_\_ more **followers**.
- Leaders who develop **followers** grow their organizations by \_\_\_\_\_ more **leaders**.
- Leaders who develop **followers** grow through \_\_\_\_\_ .
- Leaders who develop **leaders** grow through \_\_\_\_\_ .
- Leaders who develop **followers** grow \_\_\_\_\_ .
- Leaders who develop **leaders** grow \_\_\_\_\_ .

“Outside-in” growth feeds off of \_\_\_\_\_ .

“Inside-out” growth feeds off of \_\_\_\_\_ .

If you develop a **follower**, you \_\_\_\_\_ .

If you develop a **leader**, you \_\_\_\_\_ .

Note: The larger the organization the more levels under you, **NOT** more people around you.

### Levels of Training

#1 - You train the people directly. Watch for the leaders to rise.

#2 - You train the leaders to train the people directly. Watch for the leaders who train most effectively.

### BRING THOSE LEADERS AROUND YOU!

#### IX. The leader's \_\_\_\_\_ .

- Leaders who develop **followers** ask people for \_\_\_\_\_ commitment.
- Leaders who develop **leaders** ask people for \_\_\_\_\_ commitment.

When you ask for commitment you keep \_\_\_\_\_  
and lose \_\_\_\_\_ .

- Leaders who develop followers have \_\_\_\_\_  
expectations of themselves and \_\_\_\_\_ expectations of others.

- Leaders who develop leaders have \_\_\_\_\_  
expectations of themselves and \_\_\_\_\_ expectations of others.

#### X. The leader's \_\_\_\_\_ .

- Leaders who develop followers lead people the \_\_\_\_\_ .
- Leaders who develop leaders lead people \_\_\_\_\_ .

**XI. The leader's \_\_\_\_\_ .**

- Leaders who develop followers impact only the people they \_\_\_\_\_  
\_\_\_\_\_ .
- Leaders who develop leaders impact people \_\_\_\_\_ themselves and their time.

“The final test of a leader is that he leaves behind in other people the convictions and the will to carry on.” *Walter Lippmann*

**THERE IS NO SUCCESS WITHOUT A SUCCESSOR!**

## Lesson 2 / Part 1: How to EVALUATE Potential Leaders

**#1 Leadership Principle** - "Those closest to me determine the level of my success."

The key to recognizing and evaluating a potential leader is to have a \_\_\_\_\_ of one.

A large corporation recently installed a stray dog as a senior vice-president. The announcement in the company bulletin read, 'His ability to get along with anyone, his prompt response to a pat on the back, his interest in watching others work, and his great knack for looking wise while saying nothing make him a natural for the position.'  
*Quote Digest, (Cooperation, Wisdom)*

**I. Leaders** \_\_\_\_\_ .

"There is no future in any job. The future lies in the person who holds the job."  
*Dr. George W. Crane*

The best friend of a leader is positive \_\_\_\_\_ .

Every organization has four types of people who affect momentum:

- Momentum \_\_\_\_\_ - They say & do things that \_\_\_\_\_ momentum.
- Momentum \_\_\_\_\_ - They say & do things that \_\_\_\_\_ momentum.
- Momentum \_\_\_\_\_ - They say & do things that \_\_\_\_\_ momentum.

- Momentum \_\_\_\_\_ - They say & do things that \_\_\_\_\_ momentum.

### Sel not Spel

A newly hired traveling salesman wrote his first sales report to the home office. It so stunned the brass in the sales department because it was obvious that the new sales person was ignorant! Here's what he wrote:

"I seen this outfit which they ain't never bot a dime's worth of nothin from us and I sole them some goods. I'm now goin to Chicawgo."

Before the man could be given the heave-ho by the sales manager, along came this letter from Chicago:

"I cum hear and sole them haff a millyon."

Fearful if he did, and afraid if he didn't fire the ignorant salesman, the sales manager dumped the problem in the lap of the president. The following morning, the ivory towered sales department members were amazed to see posted on the bulletin-board - above the two letters written by the ignorant salesman - this memo from the president:

"We ben spending two much time trying to spel instead of tryin to sel. Let's watch those sails. I want everybody should read these letters from Gooch who is on the rode doin a grate job for us and you should go out and do like he done."

## II. Leaders \_\_\_\_\_ and \_\_\_\_\_ .

"Opportunities are seldom labeled." Unknown

Why People Miss Opportunities:

- \_\_\_\_\_ ..

“I would like to amend the idea of being in the right place at the right time. There are many people who were in the right place but didn’t know it. You have to recognize when the right place and the right time fuse and take advantage of that opportunity. There are plenty of opportunities out there. You can’t sit back and wait.” *Ellen Metcalf*

- \_\_\_\_\_ .

“The reason so many people never get anywhere in life is because when opportunity knocks, they are out in the backyard looking for four-leaf clovers.” *Walter P Chrysler*

- \_\_\_\_\_ .

Leaders see & seize opportunities because they know WHAT THEY ARE LOOKING FOR & HAVE THE CONFIDENCE TO GO FOR IT!

### III. Leaders \_\_\_\_\_ .

#### Leadership is Influence

Leaders have two characteristics:

1. They are \_\_\_\_\_ somewhere.
2. They are able to \_\_\_\_\_ others to go with them.

Three Influence Questions to Ask

1. Who do they influence? (who is following them)
2. Who influences them? (who are they following)
3. Are they gaining or losing influence? (past or potential leader)

## Levels of Influence

Highest –

They influence \_\_\_\_\_ .

They influence those \_\_\_\_\_ them.

They influence those \_\_\_\_\_ them.

They influence those \_\_\_\_\_ them.

Lowest –

They influence \_\_\_\_\_ \_\_\_\_\_ .

## Lesson 2 / Part 2: How to EVALUATE Potential Leaders

### IV. Leaders \_\_\_\_\_ .

There are four kinds of people in your life: those who add, subtract, divide, or multiply. Every relationship affects you, for good or bad. *Those who do not increase you inevitably will decrease you.* “He that walketh with wise men shall be wise: but a companion of fools shall be destroyed.” *Proverbs 13:20. Each relationship nurtures a strength or a weakness within you.*

#### How to Allow Others to Add Value to You:

- Make a commitment to \_\_\_\_\_ .
- \_\_\_\_\_ .
- \_\_\_\_\_ .
- Know your \_\_\_\_\_ & \_\_\_\_\_ .
- Build a “Dream Team” with \_\_\_\_\_ leadership styles.

#### 10 Leadership Styles

- \_\_\_\_\_ Leadership Style
- \_\_\_\_\_ Leadership Style
- \_\_\_\_\_ Leadership Style
- \_\_\_\_\_ Leadership Style



- \_\_\_\_\_ Leadership Style
- \_\_\_\_\_ Leadership Style
- \_\_\_\_\_ Leadership Style
- \_\_\_\_\_ Leadership Style
- \_\_\_\_\_ Leadership Style
- \_\_\_\_\_ Leadership Style

Considering all you give to your relationship versus all you're getting from it, who is getting the better deal?

Choose from the following three options:

- I'm getting a better deal.
- The other person is getting a better deal.
- We're getting an equally good deal.

Analyze your answers by looking at the three axioms of The Equity Principle.

***The Equity Principle:*** A relationship will only succeed if both individuals add value to one another.

### **How My "Dream Team" Adds Value to Me**

- They \_\_\_\_\_ me unconditionally.
- My \_\_\_\_\_ has become their vision.
- Their main \_\_\_\_\_ is to help me.
- They \_\_\_\_\_ before others.
- They \_\_\_\_\_ the loyalty of others to me.

- They \_\_\_\_\_ my weaknesses.
- They \_\_\_\_\_ my ministry.
- We \_\_\_\_\_ & \_\_\_\_\_ together.

**My Response to My “Dream Team”**

- I will give them my \_\_\_\_\_ .
- I will trust them with my \_\_\_\_\_ .
- I will give them \_\_\_\_\_ to make a difference.
- I will share my \_\_\_\_\_ with them.
- I will add \_\_\_\_\_ to their lives.

**V. Leaders** \_\_\_\_\_ .

Like attracts like.

We lead according to our self-image!

**VI. Leaders** \_\_\_\_\_ .

“We take eagles and teach them to fly in formation.” *D. Wayne Calloway*

## VII. Leaders \_\_\_\_\_

“You are today where your thoughts have brought you;  
You will be tomorrow where your thoughts take you.” *James Allen*

Art Cornwell, author of “Freeing the Corporate Mind: How to Spur Innovation in Business,” remarks: “The process of thinking creatively is one of relaxed mental discipline, but there are certain principles we should understand.”

Cornwell lists five basics:

- The only truly bad ideas are those that die without giving rise to other ideas.
- If you want good ideas, you need a lot of ideas.
- When all your ideas are added together, the sum should represent your breakthrough.
- It doesn’t matter if “it ain’t broke.” It probably can still use fixing.
- Great ideas are nothing more than the restructuring of what you already know.

*Ted J. Rakstis*

“Creativity at Work,” *Kiwanis Magazine*

## VIII. Leaders \_\_\_\_\_

A single stroke is usually all it takes to separate the top money winner from the runner-up in professional golf. In football, inches can make the difference between victory and defeat. In track, speed skating, and hockey, split seconds can make you champ or chump. In his book “The Winner’s Edge,” Denis Waitley says that what is true in athletics holds true in other walks of life.

“The real leaders in business, in the professional community, in education, in government, and in the home,” he says, “also seem to draw upon a special cutting edge that separates them from the rest of society.”

The cutting edge can be measured by fractions of degrees, he notes - degrees of persistence, effectiveness, and positive awareness.

“The winner’s edge,” Waitley says, paraphrasing Calvin Coolidge, “is not in a gifted birth, a high IQ, or in talent. The winner’s edge is all in the attitude, not aptitude. Attitude is the criterion for success. But you can’t buy an attitude for a million dollars. Attitudes are not for sale.”

### **Bobb Biehl - *Increasing Your Leadership Confidence***

Emotional qualities (coping skills) that enable a leader to deal effectively with...

- \_\_\_\_\_ 1 2 3 4 5

All change may not represent progress, but without change there can be no progress at all.

“When you’re through changing, you’re through.” *Bruce Barton*

- \_\_\_\_\_ 1 2 3 4 5

“Psychology Today,” in its October 1988 issue, pointed out that the average 30-year-old American man is 10 times more likely to be depressed than his father and 20 times more likely to be depressed than his grandfather.

Life is a grindstone. Whether it grinds you down or polishes you up depends on what you are made of.

- \_\_\_\_\_ 1 2 3 4 5

It’s not the work of life, but the worry of life that robs us of our strength and breaks down our resolve.

“The highest reward for man’s toil is not what he gets for it but what he becomes by it.”  
*John Ruskin*

- \_\_\_\_\_ 1 2 3 4 5

Failure is the opportunity to begin again more intelligently.

Our greatest glory lies not in never falling, but in rising every time we fall.

- \_\_\_\_\_ 1 2 3 4 5  
Stress takes its toll. In the early 1900s the top 10 killers of people in the United States were all infectious diseases. In the 2000s it is estimated that the top 10 killers are all stress-related diseases.

**IX. Leaders** \_\_\_\_\_ .

Commitment: Another name for success.

It is important to know there are two pains all of us must consider. You cannot escape them both, and you always trade one for the other. The first pain is the pain of Discipline, and the other is the pain of Regret. The pain of Discipline comes first, and the pain of Regret comes after. Here is the best reason for trading the pain of Regret for the pain of Discipline: Discipline weighs ounces, and Regret weighs tons! E. James *Rohn*, "Adventures in Achievement"

We hear it almost every day: sigh, sigh, sigh,

I just can't get myself motivated to... (lose weight, test my blood sugar, etc.) And we hear an equal number of sighs from diabetes educators who can't get their patients motivated to do the right things for their diabetes and their health.

We have news for you. Motivation is not going to strike you like lightning. And motivation is not something that someone else-nurse, doctor, family member-can bestow or force on you.

The whole idea of motivation is a trap. Forget motivation. Just do it. Exercise, lose weight, test your blood sugar, or whatever. Do it without motivation. And then guess what. After you start doing the thing, that's when the motivation comes and makes it easy for you to keep on doing it. Motivation is like love and happiness. It's a by-product. When you're actively engaged in doing something, it sneaks up and zaps you when you least expect it.

As Harvard psychologist Jerome Bruner says, "You're more likely to act yourself into feeling; than feel yourself into acting." So act! Whatever it is you know you should do, do it.

**X. Leaders** \_\_\_\_\_ .

\_\_\_\_\_ .

<b>Leader Characteristic</b>	<b>Description</b>	<b>Names</b>
1. Make Things Happen	Persistent and able to concentrate on task without distraction	
2. See & Seize Opportunity	Able to know the right Place and right time to act on a decision	
3. Influence Others	Able to exert a wide influence over a broad array of people and groups	
4. Add Value to Leader	Main concern is to see the leader succeed by sharing the leader's vision, drawing the loyalty of others to the leader, and in general, enhancing the leader's ministry	
5. Attract Winners	Able to identify and attract positive, effective people to share the load of ministry	
6. Equip Winners	Able to patiently and effectively train others to become more effective leaders	
7. Provide Ideas	Able to suggest a variety of creative ideas for developing, fixing, or creating new ministries	
8. Great Attitudes	Able to sustain positive thoughts and avoid discouragement	
9. Live Up To Commitments	Has regular, consistent follow-through on tasks assigned	
10. Are Loyal	Not subversive, not anti-authoritarian, can be trusted in all things	

**Key** - The person whose name appears the most is the one with the greatest potential to be a leader.

### Lesson 3 / Part 1: How to EQUIP Potential Leaders

Personal Success: "Success is the maximum utilization of the ability that you have." *Zig Ziglar*

Organization Success: "Success is the maximum utilization of the abilities of those within your organization." *John Maxwell*

#1 Leadership Lesson - Those closest to the leader determine his or her success!

"85 percent of a leader's success comes from the team members." *Wolfe J. Rinke Assoc. Inc.*

**Note:**

An organization's \_\_\_\_\_ potential is directly related to its \_\_\_\_\_ potential.

**Leadership Responsibilities to Their People:**

Lift 'em Up - \_\_\_\_\_ them

Look 'em Over - \_\_\_\_\_ them

Let 'em In - \_\_\_\_\_ them

Line 'em Up - \_\_\_\_\_ them

Let 'em Out - \_\_\_\_\_ them

*John Maxwell* - Lay Ministry Conference

## Steps to Effective Equipping

I. Look at \_\_\_\_\_ .

The #1 reason why people are not equipped... \_\_\_\_\_ .

Why Leaders Fail to Equip People:

- \_\_\_\_\_

“The hardest thing about milking cows is that they never stay milked.” *A Farmer*

- \_\_\_\_\_

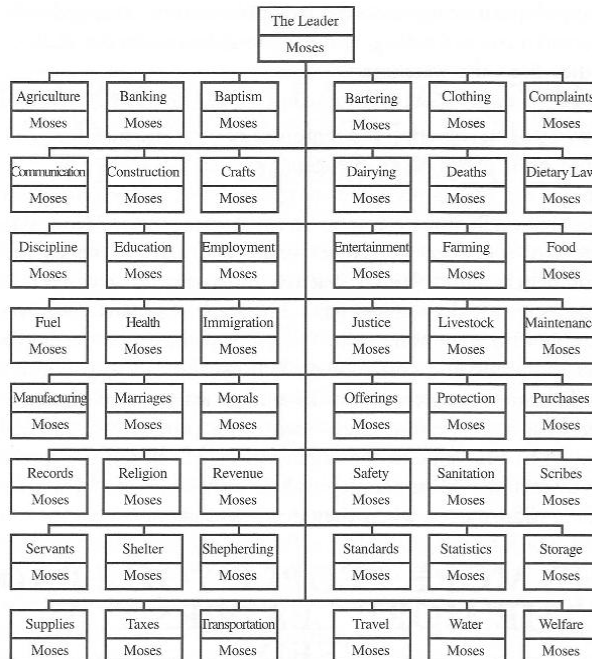
“The first and most important step toward success is the feeling that you can succeed.”

*Norman Boswell*

“The second most important step toward continual success is the feeling that others can succeed.” *John Maxwell*

- \_\_\_\_\_

Disorganization Chart: page 14 in book





- \_\_\_\_\_

One cannot multiply!

- \_\_\_\_\_

My success in equipping others will depend on my ...

High \_\_\_\_\_ of people ...

High \_\_\_\_\_ to people ...

High \_\_\_\_\_ with people ...

High \_\_\_\_\_ for people ...

**II. Look at Your \_\_\_\_\_ .**

Benefits for an organization with an Equipping Leader:

- It's the only way to \_\_\_\_\_ .
- It's the only way to \_\_\_\_\_ .
- It's the only way to \_\_\_\_\_ .
- Its the only way to \_\_\_\_\_ .

It's always easier to dismiss people than it is to train them. No great leader ever built a reputation on firing people. Many have built a reputation developing them.

**III. \_\_\_\_\_ equipping to your organization.**

“People tend to stay motivated when they see the importance of the things they are asked to do.” *John Maxwell*

Communicate this message:

- The leader's responsibility is to equip people.
- The people's responsibility is to be equipped.
- Most of the organization's resources are dedicated to equipping.
- Those equipped are given responsibility and authority.
- Those equipped are given recognition and rewards.

**IV. Develop a \_\_\_\_\_ with people you equip.**

"People learn from people they like." *John Maxwell*

- Listen to their life story (their journey).
- Be interested in who they are and what makes them tick.
- Discover their temperament, what motivates them, etc.
- Discover their strengths and weaknesses.
- Get to know them outside of the "business" (i.e. do fun things together, visit them at their job, visit in their home, travel together, etc.)

"Find their heart BEFORE you ask for their hand." *John Maxwell*

**V. Share Your \_\_\_\_\_ .**

The people most likely to fail never seem to have enough...

- \_\_\_\_\_
- \_\_\_\_\_

**VI. Make clear what is \_\_\_\_\_ .**

"In a recent survey of workers across the United States, nearly 85 percent said they could work harder on the job. More than half claimed they could double their effectiveness 'if (they) wanted to.'" *John D. Hatfield - "Managing the Equity"*

Expectations:

- \_\_\_\_\_ value to the organization.
- \_\_\_\_\_ value to the other team members.
- Continue \_\_\_\_\_ .
- \_\_\_\_\_ the job description.

**VII. Place a \_\_\_\_\_ on their job.**

Unless a leader sees a position as essential to the success of the organization, he should not try to fill it.

**VIII. Ask for \_\_\_\_\_ .**

Commitment is not an automatic process.

- Ask ... only after you have shared your dream.
- Ask ... early - timing is important.
- Ask ... in person.
- Ask ... with high expectations.

**IX. Use tools to help them \_\_\_\_\_ .**

“There is something more than ability. It is the ability to recognize ability.” *John Maxwell*

- Personality Profile Test – “Personality Plus” by Florence Littauer
- Myers/Briggs Test – “Please Understand Me” by Keirsey/Bates
- Spiritual Gifts Test – INJOY
- Explaining Basic Personalities – “Personality Types Digest” – John Lepera

## Lesson 3 / Part 2: How to EQUIP Potential Leaders

### Steps to Effective Equipping: (continued)

X. Align people with their \_\_\_\_\_ & \_\_\_\_\_ .

“People placed in the wrong place will be replaced.” *John Maxwell*

XI. Develop a \_\_\_\_\_ for equipping.

Don Shula's Strategy for Equipping Players:

Tell people what you want them to do.

Show them what good performance looks like.

Let them do it.

Observe their performance.

Praise progress and/or redirect.

John Maxwell's Strategy for Equipping People:

\_\_\_\_\_ I do it.

\_\_\_\_\_ I do it and you are with me.

\_\_\_\_\_ You do it and I am with you.

\_\_\_\_\_ You do it.

\_\_\_\_\_ You do it and someone is with you.

**Process for John Maxwell equipping an illiterate person to write:**

I explain	I read	
I listen	I correct	<i>JM equips the person</i>
I show	I explain	<i>The person equips another</i>
I listen	I listen	<i>These two equip two others</i>
He researches	He responds	<i>Four writers</i>
I read	He rewrites	
I explain	I read	
I listen	We agree	
He writes	We write	

**The Emotional Process includes:**

How does John feel? How does the person feel?

Constructive input from John, the equipper.

How does the person feel? How do I feel?

Agreement to progress

Evaluation and progress

**XII. M\_\_\_\_\_ by w\_\_\_\_\_**

**a\_\_\_\_\_ .**

Leaders who walk around are able to \_\_\_\_\_ it,  
\_\_\_\_\_ it,  
\_\_\_\_\_ it, and  
\_\_\_\_\_ it with others.

## Twelve Factors in Jesus' Empowerment of the Twelve

Give them \_\_\_\_\_ & \_\_\_\_\_ .

### They Need

Books	Seminars	Teaching Sessions
Tapes	Interviews	On-the-Job Training

### What Potential Leaders Need: Tim Elmore

\_\_\_\_\_ This is when you distill truth into bite-sized principles that they can apply. All good mentors can put life lessons into a nutshell that is transferable.

\_\_\_\_\_ Another role is to provide a safe place where he can practice the truth he's learning; you point them to where they can do it.

\_\_\_\_\_ All good mentors furnish direction for life. These "compasses" or "roadmaps" provide options on how best to reach their destination.

\_\_\_\_\_ This means you supply a solid foundation, on which a mentoree can build his or her life. It represents the stability and security necessary to grow and flourish.

\_\_\_\_\_ These represent the ability to see new horizons, enabling the mentoree to fly and achieve beyond what they imagined they could have done alone.

(Mentoring: How to Invest Your Life in Others)

**XIII. \_\_\_\_\_ unnecessary burdens.**

Leaders create an atmosphere where people win.

Burdens People Should Not Bear

_____	_____
_____	_____
_____	_____

**XIV Stay with them until they sense \_\_\_\_\_ .**

The final test of a leader is that he or she leaves behind in other people the convictions and the will to carry on.

How long should I stay with them?

How \_\_\_\_\_ is the work?

How \_\_\_\_\_ is the work?

How \_\_\_\_\_ is the work?

How \_\_\_\_\_ is the worker?

How \_\_\_\_\_ is the worker?

There is no problem with lending a helping hand. The only problem is getting people to let go of it!

**XV. \_\_\_\_\_ , select someone for them to train.**

There is no success without a successor.

**NEVER DO MINISTRY ALONE!**

## Lesson 4 / Part 1: How to EMPOWER Potential Leaders

**#1 Leadership Lesson – Those \_\_\_\_\_ to me  
\_\_\_\_\_ the level of my success.**

### Three Essentials for Leading People Close to You

1. \_\_\_\_\_ People - Finding their abilities and discerning whether they match the needs of the organization.
2. \_\_\_\_\_ People - Providing the teaching and the tools needed to help people help the organization.
3. \_\_\_\_\_ People - Giving your influence to another for the purpose of personal and organizational growth.

### The Seven Steps of Empowering Others

- E \_\_\_\_\_ Them
- M \_\_\_\_\_ For Them
- P \_\_\_\_\_ Over Them
- O \_\_\_\_\_ Your Life to Them
- W \_\_\_\_\_ Alongside Them
- E \_\_\_\_\_ Your Belief in Them
- R \_\_\_\_\_ Them



## I. Evaluate Them

The person who knows how will always have a job ...but

The person who knows why will always be the leader.

### A. Leaders Approval List

Does this potential leader pass these tests? (Acts 6:1-7)

- The \_\_\_\_\_ test - "But select from among you..." v.3
- The \_\_\_\_\_ test - "...brethren..." v.3
- The \_\_\_\_\_ test - "...men of good reputation..." v.3
- The \_\_\_\_\_ test - "...full of the Spirit..." v.3
- The \_\_\_\_\_ test - "...wisdom..." v.3
- The \_\_\_\_\_ test - "...Whom we may put in charge of this task" v.3
- The \_\_\_\_\_ test - "...full of faith..." v.5

### B. Effective Evaluating Questions:

- \_\_\_\_\_ - "Do they know what to do and why it should be done?"
- \_\_\_\_\_ - "Do they know how to accomplish it and are they accomplishing it?"
- \_\_\_\_\_ - "Do they have self-motivation to get it done?"

### **C. Evaluating Yourself as an Empowering Leader:**

(Put a number from 1 to 10 in front of each question... 1=never.. 10 =always)

1. \_\_\_\_\_ Do I believe in people and feel that they are an organization's most appreciable asset?
2. \_\_\_\_\_ Do I feel team leadership can accomplish more than individual leadership?
3. \_\_\_\_\_ Do I pray for potential leaders and quickly assimilate them into the organization?
4. \_\_\_\_\_ Do I desire to raise others above my own level of leadership?
5. \_\_\_\_\_ Do I invest time developing people who have leadership potential?
6. \_\_\_\_\_ Do I enjoy watching others get credit for what I taught them?
7. \_\_\_\_\_ Do I allow others the freedoms of personality and process or do I have to be in control?
8. \_\_\_\_\_ Do I give my influence publicly to potential leaders as much as possible?
9. \_\_\_\_\_ Do I plan to have others take my present position?
10. \_\_\_\_\_ Do I hand-off the leadership baton to a teammate and truly cheer for him?

## II. Barriers to Empowerment

1. \_\_\_\_\_ "What am I going to do next?"
2. \_\_\_\_\_ "I enjoy my role, perks, etc."
3. \_\_\_\_\_ "I like it the way it is."
4. \_\_\_\_\_ "Who else can do the job like me?"
5. \_\_\_\_\_ "I've put too much into this organization to let it go"
6. \_\_\_\_\_ "Me, retire?"
7. \_\_\_\_\_ "This role is my whole life."

### A. Model for Them

"People do what people see." (#1 Motivational Principle)

"Empowerment is \_\_\_\_\_ and this first step in the process is \_\_\_\_\_"

### B. What attributes, gifts,... etc. do others see in an empowering leader?

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

## III. Pray Over Them

When Charles Spurgeon was asked the key to his success, he replied:

"My people pray for me."

## Lesson 4 / Part 2: How to EMPOWER Potential Leaders

### The Seven Steps of Empowering Others (continued)

#### IV. Open Your Heart to Them

No one ever said it better than C.S. Lewis:

“To love at all is to be vulnerable. Love anything, and your heart will certainly be wrung and possibly be broken. If you want to make sure of keeping it intact, you must give your heart to no one, not even to an animal. Wrap it carefully around with hobbies and little luxuries; avoid all entanglements; lock it up safe in the casket or coffin or your selfishness. But in that casket - safe, dark, motionless, airless it will change. It will not be broken; it will become unbreakable, impenetrable, irredeemable...The only place outside Heaven where you can be perfectly safe from all the dangers...of love is Hell.”

If you want to \_\_\_\_\_ people show them your \_\_\_\_\_ .

If you want to \_\_\_\_\_ people show them your \_\_\_\_\_ .

If you want to \_\_\_\_\_ people show them your \_\_\_\_\_ .

#### V. Walk Alongside Them

Those of us who are strong and able in the faith need to **step in** and **lend a hand** to those who falter, and not just do what is most convenient for us. **Strength is for service**, not status. Each one of us needs to look after the good of the people around us, asking ourselves, “**How can I help?**”

That's exactly what Jesus did. He didn't make it easy for Himself by avoiding people's troubles, but waded right in and helped out. "I took on the troubles of the troubled..."

*Romans 15, "The Message."*

Emerson said: "When you walk by yourself you can leave early in the day.

When you walk with someone else, you walk by their schedule."

## **VI. Express Your Belief in Them**

It's wonderful when the people believe in their leader. It's MORE wonderful when the leader believes in the people.

### **How to have a "Barnabas Belief" in people:**

- Look for \_\_\_\_\_ , not their imperfections.  
Anyone can spot flaws and walk away; mentorees need mentors who see the invisible.
- Affirm any step forward; applaud all \_\_\_\_\_ .  
Every time you see improvement, give them timely and appropriate, positive feedback.
- Be a \_\_\_\_\_ .  
Remember your own chains, stains and pains-extend grace whenever you can.
- Cultivate an incurable optimism within \_\_\_\_\_ .  
Work hard to see the positive side of people; focus on this side during conversations.
- Give them \_\_\_\_\_ they can rise to and conquer.  
Create realistic challenges for them to apply truth, and put "wins" under their belts.

- Invest time in shared \_\_\_\_\_ .  
Belief in people grows as you gain shared experiences; spend time together on their turf.
- Identify with similarities in temperament and style. We deepen our ability to believe in mentorees when we see how alike we are.
- Give them what you know they need, not \_\_\_\_\_ .  
Do what you would like others to do for you; gratitude motivates faster than guilt.

Listen to Paul's words: "Pick up Mark and bring him with you, for he is useful to me for service." (II Timothy 4:11). WOW! It is doubtful he could have written these words if Barnabas had not believed in and invested in Mark years earlier.

## VII. Release Them

The greatness of a church is not its seating capacity, but its sending *capacity*.

In his letter to the Ephesians, Paul said: "My response is to get down on my knees before the Father, this magnificent Father who parcels out all heaven and earth. I asked him to strengthen you by His spirit-not a brute strength but a glorious inner strength-that Christ will live in you as you open the door and invite Him in. And I ask Him that with both feet planted firmly on love, you'll be able to take in with all Christians the extravagant dimensions of Christ's love. Reach out and experience the breadth! Test its length! Plumb the depths! Rise to the heights! Live full lives, full in the fullness of God.

"God can do anything, you know - far more than you could ever imagine or guess or request in your wildest dreams! He does it not by pushing us around, but by working within us, His Spirit deeply and gently within us." Ephesians 3:14-20



# Developing The Leaders Around You