

# **LD403 Leadership Essentials**

## **Course Syllabus for CMI Online**

### **I. Course Description**

Leadership Essentials is focused on the student as a leader in children's ministry, who is constantly growing and maturing in his or her walk with the Lord and with others. The course examines biblical principles for leadership and the personal qualities essential for a good leader. Through the DISC inventory, students will gain insights into the behavioral patterns that shape their leadership styles. Emphasis is also placed on interpersonal relationships, conflict management and communication skills necessary for effective ministry.

### **II. Rationale**

Leading a ministry is more than activity. It is being! The Christian leader must be constantly growing and maturing in his walk with the Lord and with others. Since it has been determined that to a large extent the success of any ministry depends on the leader, it is necessary for those already involved in ministry or those considering it, to examine biblical principles for leadership and the personal qualities essential for a good leader. In addition, emphasis is placed on building relationships, time management, communication skills and managing conflict necessary for effective ministry.

### **III. Prerequisites**

Born-again Christian

Minimum age of 18 (for CMI Online course)

### **IV. Course Objectives**

By the conclusion of this course the student will:

1. Discuss leadership topics in the forum.
2. Examine his or her personal leadership development as it relates to the course content in each module posting reflective summaries in journal entries.
3. Create a personal leadership development plan designed to promote his or her development as a Christian leader over the next year.

### **V. Instructional Procedures**

Individual assignments and community forum discussions allow the student to interact with the curriculum on both a personal and interpersonal level. During the course, the student will meet with a mentor to allow the student to understand the qualities necessary for an effective leader and further develop a personal leadership development plan.

### **VI. Course Materials**

- A. *Leadership Essentials* Student Manual

- B. *Spiritual Leadership* by Henry and Richard Blackaby
- C. *Spiritual Leadership* by J. Oswald Sanders
- D. *The Peacemaker* by Ken Sande
- E. Supplementary materials as suggested within the course

## **VII. Participation Policies**

You can anticipate spending about 12-15 hours per week on course activities and assignments. All assignments including forum posts must be posted or submitted by midnight Central Standard Time (CST) of the day the assignment is due. Due to the fact that this is an interactive course requiring feedback from other students, submitting assignments late affects not only that student but the other classmates and their learning as well. Failure to submit any assignment on time will result in a grade reduction. In cases where the student consistently misses assignment due dates, the student may be withdrawn from the course without remuneration.

In the case of an emergency or other extenuating circumstance, students should contact their online instructor before the assignment is due and make arrangements for late submission of an assignment.

Participation on the forum and in live chats should be characterized by Christian courtesy. You may disagree with another student's (or instructor's) point of view, but please do so with respect for one another. Please read the Communication section of the student handbook for more details about communication expectations.

This course will require two meetings with a mentor. These meeting times will enable the student to discuss important leadership qualities found in effective leaders. The mentor will also help the student to assess the goals and activities that are a part of the Personal Leadership Development plan.

## **VIII. Grading System**

During each week, there will be activities and assignments that must be completed. The text reading, presentations and activities are designed to provide information needed to complete the assignments. Students may need to do additional research as well.

It is expected that all assignments, including forum posts, be submitted on time. Failure to post forum items on time affects not only you but also your classmates and their learning. Therefore, late forum posts will negatively affect your grade. Please refer to the downloadable forum grading rubric included in the online Grading Policies and Information section of the course for information on how forums are evaluated.

Failure to submit any other assignment on time will also negatively affect your grade. In the case of an emergency or other extenuating circumstance, contact your online instructor before the assignment due date and make arrangements for a late submission.

All assignments will be graded. Each assignment will earn points that will determine the final course grade. Be sure to refer to the grading rubrics for each assignment to see how each assignment will be graded. All assignments must be completed in order to pass the course.

Assignment	Percentage	Point Value
Forums	26%	260
Journal Entries	32%	320
Personal Leadership Development Plan	42%	420
<b>TOTAL</b>	100%	1,000

## IX. Learning Outcomes and Activities for Each Week

The following information can serve as your checklist as you navigate through the course. Printing this sequential checklist and checking off each activity or assignment as they are completed will help keep you on track throughout the course.

### Before the course begins

- Order course materials.
- Find a mentor and confirm meetings during weeks 4 and 8 of the course.

### Week 1

In Week 1 of Leadership Essentials, you will become familiar with the biblical principles and qualities essential for effective Christian leadership. Your assignments and activities for this week will be described below in the recommended order of completion.

- Post in the Week 1 Forum Discussion: Introduction. (Due Friday)
- Participate in a live chat with your instructor and classmates! (Details found within Week 1.)
- Complete the reading for week 1.
- Watch the Video Class Sessions: Principles of Christian Leadership (Parts 1-4).
- Post in the Week 1 Forum Discussion: Leadership Traits. (Due Friday)
- Submit your Principles of Christian Leadership Journal Entry #1 (Due Monday)
- Reply to at least two other student's posts in the Week 1 Introduction Forum (Due Monday)
- Reply to at least two other student's posts in the Week 1 Leadership Traits Forum (Due Monday)

### Week 2

In Week 2, you will continue to learn more of the qualities essential for effective Christian leadership. Your assignments and activities for this week will be described below in the recommended order of completion.

- Complete the reading for week 2.
- Watch the Video Class Sessions: Principles of Christian Leadership (Parts 5-8).

- Post in the Week 2 Forum (Due Friday).
- Submit your Principles of Christian Leadership Journal Entry #2 (Due Monday).
- Reply to at least two other student's posts in the Week 2 Forum (Due Monday).

### **Week 3**

In Week 3 of Leadership Essentials, you will gain greater insights into personality styles for increased effectiveness in ministry. Your assignments and activities for this week will be described below in the recommended order of completion.

- Complete the Personality Assessment (Due Friday).
- Watch the Video Class Sessions: Funbook Presentations.
- Watch the Video Class Sessions: Spiritual Gifts.
- Post in the Week 3 Forum (Due Friday).
- Submit your Personalities and Spiritual Gifts Journal Entry (Due Monday).
- Reply to at least two other student's posts in the Week 3 Forum (Due Monday).

### **Week 4**

In Week 4 of Leadership Essentials, you will continue to learn more of the qualities essential for effective Christian leadership. Your assignments and activities for this week will be described below in the recommended order of completion.

- Meet with your mentor (Due Friday).
- Post in the Week 4 Forum (Due Friday).
- Watch the Video Class Sessions: Interpersonal Relationships.
- Submit your Interpersonal Relationships Journal Entry (Due Monday).
- Reply to at least two other student's posts in the Week 4 Forum (Due Monday).
- Submit your Personal Leadership Development Plan Part 1 (Due Monday).

### **Week 5**

In Week 5 of Leadership Essentials, you will become familiar with oral and written communication principles that will help you develop communication skills appropriate for ministry. Your assignments and activities for this week will be described below in the recommended order of completion.

- Post in the Week 5 Forum (Due Friday).
- Watch the Video Class Sessions: Communication Principles.
- Submit your Communication Principles Journal Entry (Due Monday).
- Reply to at least two other student's posts in the Week 4 Forum (Due Monday).
- Watch the Video Class Sessions: The Christian Worker

**Week 6**

In Week 6 of Leadership Essentials, you will begin to understand basic principles for managing conflict in ministry. Your assignments and activities for this week will be described below in the recommended order of completion.

- Complete the reading for Week 6.
- Post in the Week 6 Forum (Due Friday).
- Watch the Video Class Sessions: Managing Conflict.
- Submit the Conflict Management Style Survey (Due Monday).
- Submit the Conflict Management Journal Entry (Due Monday).
- Reply to at least two other student's posts in the Week 6 Forum (Due Monday).

**Week 7**

In Week 7 of Leadership Essentials, you will begin to appreciate the importance of cultivating a meaningful, daily devotional life. Your assignments and activities for this week will be described below in the recommended order of completion.

- Watch the Video Class Sessions: Leader's Devotional Life.
- Post in the Week 7 Forum (Due Friday).
- Submit the Leader's Devotional Life Journal Entry (Due Monday).
- Reply to at least two other student's posts in the Week 7 Forum (Due Monday).

**Week 8**

In Week 8 of Leadership Essentials, you will begin to understand how to manage your time effectively. Your assignments and activities for this week will be described below in the recommended order of completion.

- Meet with your mentor (Due Friday).
- Post in the Week 8 Forum (Due Friday).
- Submit the Time Management Evaluations (Due Monday).
- Watch the Video Class Sessions: Time Management.
- Submit the Time Management Journal Entry (Due Monday).
- Submit the Personal Leadership Development Plan Part 2 (Due Monday).
- Reply to at least two other student's posts in the Week 8 Forum (Due Monday).
- Complete the End of Course Survey (Due Monday).