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SESSION ONE

THE 10 TRAITS OF A GREAT LEADER

WHEN YOU REACH THE FINISH LINE



SESSION 1



THE 10 TRAITS OF A GREAT LEADER

I have fought the good fight, I have finished the race, I have kept the faith.
2 Timothy 4:7 (NKJV)

Ask yourself the question: "When you reach the finishing line, what are you going to be thinking, saying and what are people going to be saying about you?"

Let's look at it together...

When you reach your finish line:

- 1 You have spent all of your _____ to the best of your potential, doing great work.

"The wealthiest places in the world are not gold mines, oil fields, diamond mines or banks. The wealthiest place is the cemetery. There lie companies that were never started, masterpieces that were never painted... In the cemetery there is buried the greatest treasure of untapped potential. There is a treasure within you that must come out. Don't go to the grave with your treasure still within YOU." Dr. Myles Munroe

I want you to say, when you have reached the finishing line:



I have unleashed my potential, I have given everything that I was supposed to give, and I have made this place a little better than I found it.



- 2 You have played in a zone of _____ and maintained personal impeccable standards.

3 You realised your highest _____.

What is your personal Vision/Mission statement?

My Vision

My Mission

The Just Live by Faith

²Then the Lord answered me and said:

"Write the vision

And make it plain on tablets,

That he may run who reads it. Habakkuk 2:2 (NIV)

4 You build people up, don't tear them down.

5 You never lost _____ although your journey may not have been smooth, and you instantly got back up if you were knocked down.

⁴*Yea, though I walk through the valley of the shadow of death,*

I will fear no evil;

For You are with me;

Your rod and Your staff, they comfort me. Psalm 23:4 (NIV)

6 You contributed richly to the lives of the people you were privileged to serve.

7 You are a strong, _____, inspirational and empathetic person

8 You are a genuine _____, blazing new trails instead of following old roads.

9 You are surrounded by teams who call you a coach, customers who say you are a champion and loved ones who call you a legend.



My legend of my lifetime, was my grandfather. He taught me fundamental values. He taught me this verse and he used to say it in Zulu: The beginning of wisdom is the fear of the Lord.



10 You know that your great deeds will _____ long after your death and your life will stand as a model of possibility.

You must have a sense of historical mission, a sense about this day that the Lord has made:

1. Be glad in the day the Lord has made and have peace of mind
2. Ask God to order your steps for this day
3. Ask the Lord to give you an opportunity today to live out your purpose!

DISCUSSION QUESTIONS:

1. Identify two traits that you need to focus on in the next 30 days.
2. Did you have a role model growing up? Share with the group who this was and how they made an impact in your life.
3. Identify two people whom you could coach.
4. What do you want to be remembered for? What legacy do you want to leave behind?



Corruption is destroying every great nation of the world. It demands leaders that will rise up to the occasion and stand up to corruption, even if it means sacrificing everything.



SESSION TWO

STRATEGIES OF

HIGHER PURPOSE LEADERS

- Higher Purpose Leaders Have Key Strategies
- How to Become A Higher Purpose Leader



SESSION 2



STRATEGIES OF HIGHER PURPOSE LEADERS

*⁴May He grant you according to your heart's desire,
And fulfill all your purpose. Psalm 20:4 (NKJV)*

Part 1 | Higher Purpose Leaders Have Key Strategies

1 Face _____

- Do not minimize challenges
- Do an honest assessment
- Do not overpromise

2 Envision the _____
of the organization and its people

3 Set worthy _____

- Have a multipronged approach that touches various points in the:
 - Marketplace
 - Workplace
 - Community

4 Do not _____
on things that matter

- Be tough on standards - hold people accountable
- But tender with people – ensure good engagement

"Leaders see everything with a leadership bias. Their focus is on mobilizing people and leveraging resources to achieve their goals rather than on using their own individual efforts.

Leaders who want to succeed maximize every asset and resource they have for the benefit of their organization. For that reason, they are continually aware of what they have at their disposal."

John C. Maxwell

5 Identify _____

- Engage people by defining unique strategic focus
- Combine Head, Heart and Hands

6 Building a shared commitment to excel

- Build long-term excellent performance
- Culture that holds people accountable to each other
- Build value for customers, employees, communities, and suppliers

7 Creating community of _____

- Instill shared commitment and team work on a global scale
- Allow employees to voice and develop personal aspirations and values within the company framework

8 Leading with _____



*Sisu is a unique Finnish concept;
The concept is used by Finnish to describe their national
character including courage, grit, focus and strength.*



Characteristics needed to guide an organization through difficult times

- Presence – Engage and earn trust
- Fairness – Establish a just process
- Clarity – Keep it simple
- Persistence – Stay the course

9 Committing to _____ leadership

- Build leadership capability at all levels in a team
- Provide programs to develop the collective vision and goal and equip staff with the leadership capabilities

Part 2 | How to Become A Higher Purpose Leader

1 Find your _____

- Who are you
- What are your values
- Let these guide your behavior

2 Choose your teachers well

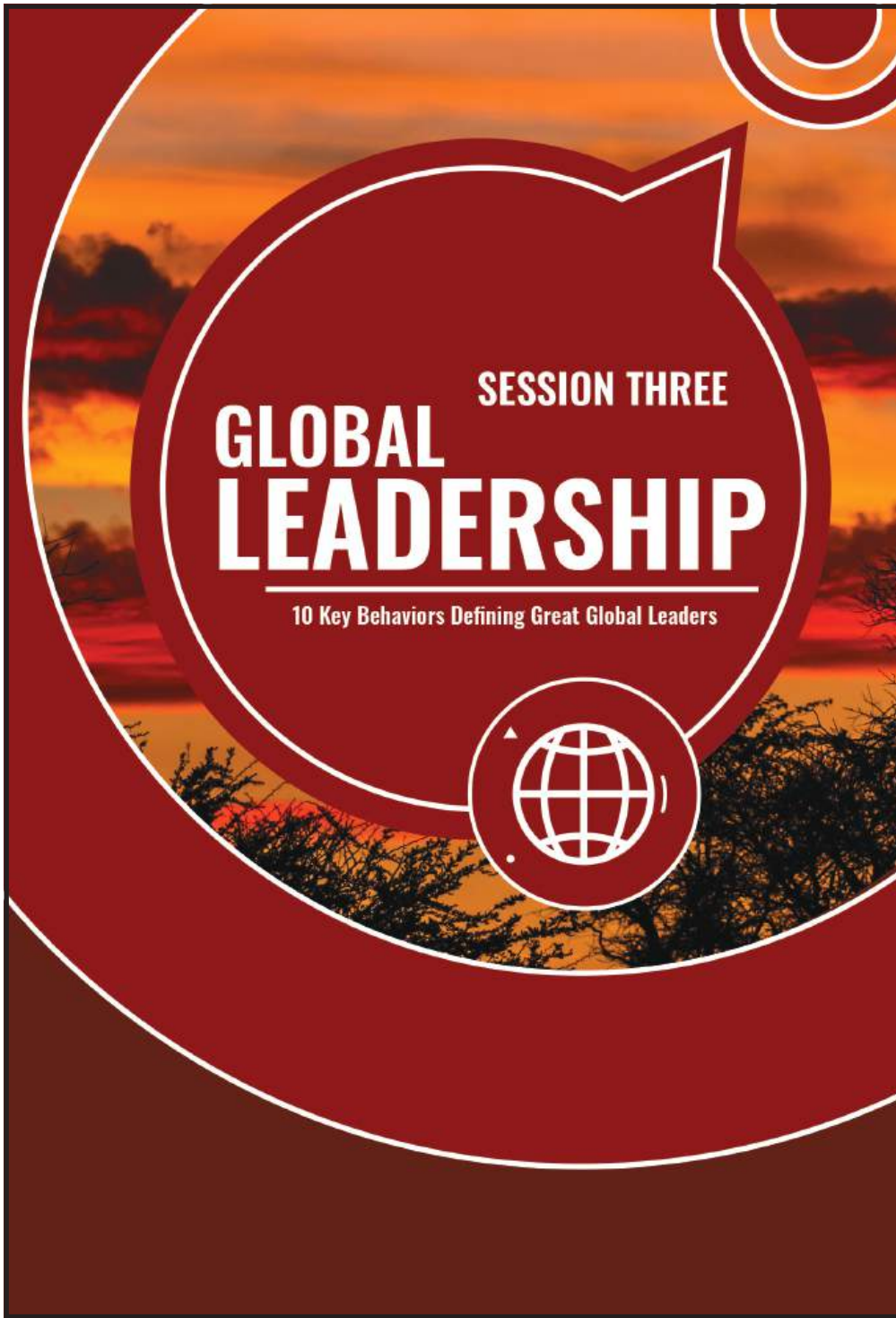
- Choose your organization
- Find bosses, mentors and co-workers that teach you

3 Learn from the _____ of others

- Accept challenges
- Learn from your successes and mistakes
- In respect of yourself and your leadership

DISCUSSION QUESTIONS:

1. In what area(s) in your life do you need a “reality check”?
2. Identify 3 goals you need to set for each of the following areas: life, work and ministry.
3. Name 3 distractions in your life that prevent you from focusing on your goals.
4. Share with your group what helps you through tough situations.



SESSION 3



GLOBAL LEADERSHIP

¹⁰And Jabez called on the God of Israel saying, "Oh, that You would bless me indeed, and enlarge my territory, that Your hand would be with me, and that You would keep me from evil, that I may not cause pain!" So God granted him what he requested.
1 Chronicles 4:10 (NKJV)

Introduction

Business is trending to the international market:

- Ability to lead international operations
- Leading a global team with extensive diversity
- Dealing with different languages, cultures and time zones
- Different rules and regulations

10 Key Behaviors Defining Great Global Leaders

1 Seek cultural awareness

- Respect customs and traditions of the local people
- Understand and practice them

"Simply put, God favors those who ask. He holds back nothing from those who want and earnestly long for what He wants."

Bruce H. Wilkinson

2 Invite the _____

- Learn and ask questions about local practices
- Be receptive to traditional in-country approaches
- Don't dismiss those that are counter-intuitive to home country ways

3 Get results through _____

- Identify the local people you can trust
- Develop a good rapport with these people
- Allow them to show you the ropes

4 Practice “frame-shifting”

- It’s not only about leadership style but also approach to strategic methods
- Look at communicating in new or different ways

5 Expand _____

- Employees must have a sense of ownership
- Help employees understand company goals and help them unpack what head office means and requires
- Give local offices a sense of autonomy within guidelines



Whatever you are doing now, you need to think global!



6 Develop future _____

- Seek out potential local leaders and develop them
- Do not look for those that resemble you or meet your stereotypes
- Look for those who are respected by their peers

7 _____ and add value

- Ensure flexible thinking
- Be willing to respect traditions and customs
- Draw on their experience and use this to contribute substantial value
- Assist and demonstrate to employees how value can be created within their existing framework

8 Maintain core _____ and flexibility

- Never cross ethical boundaries of the company, disrespectful of local tradition
- Know, use and educate employees on the company’s policies as well as local laws



It is now time for Christian leaders to lead and get rid of cancerous trends of corruption and the leadership challenges that our people are facing.



9 Influence across _____

- Outside operations may require more guidance
- Act as ambassador and diplomat for the company and your home country

10 Find _____ solutions

- Be open to alternatives
- Balance home country practices with local traditions and customs



O God and King, please expand my opportunities and my impact in such a way that I touch more lives for Your glory. Let me do more for You!” Bruce H. Wilkinson



DISCUSSION QUESTIONS:

1. What is the most important lesson you have learned from this session?
2. In what way can you step out of your comfort zone to invite the unfamiliar?
3. What can you do to promote good values in your organization?
4. List 5 areas where you need to grow as a global leader.

SESSION FOUR DISCIPLINE OR DIE

Critical Success Factors to Build A High Growth Company



SESSION 4



DISCIPLINE OR DIE

¹⁰Harsh discipline is for him who forsakes the way,
And he who hates correction will die. Proverbs 15:10 (NKJV)

Introduction

Critical Success Factors to Build A High Growth Company

1 Relentless _____

- Defines what your business stands for
- Helps decide how to compete
- Allocates time to those specific goals



*Focus, Focus, Focus.
Often when you chase two rabbits, you catch neither.*

”

2 Defines most important tasks

- The critical task that will deliver the most important results
- The biggest difference in performance



*Be careful, do not become a slave of the urgent.
Assess the importance against your vision and goals*

”

THE FOUR QUADRANTS OF PRIORITY



4

Inspect for _____

- Relentless focus
- Inspect all processes and procedures
- Your staff will respect what you inspect

5

Push through the _____

- Dips are natural on the way to success
- Lean in and push forward
- Do not allow adversity to get the better of you
- This separates winners and losers



"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy." Martin Luther King, Jr.



DISCUSSION QUESTIONS:

1. What did you learn most from this session?
2. In what areas do you need more discipline in your life?
3. What variants can you identify between your goals and your diary?
4. So many times, we just see others succeed and forget that they too have "pushed through the dip". Spend some time encouraging one another in prayer.



80% of the results come from 20% of the causes. A few things are important; most are not. Richard Koch



3

Build _____

- All repeatable tasks must be systemized and documented
- Ensure they are executed accordingly

Discipline means that you need to execute: We need to complete and follow through on the tasks that we started.

SESSION FIVE COACHING CONVERSATIONS

- Four Types of Managers
- How to Be A Great Coach
- Guidelines to Follow As A Coach



SESSION 5



COACHING CONVERSATIONS

Healing for the Backslider

¹⁴And one shall say,
"Heap it up! Heap it up!
Prepare the way,
Take the stumbling block out of the way of My people." Isaiah 57:14 (NKJV)

Introduction

Part 1 | Four Types of Managers

1

- Don't trust the people they supervise
- Employees become frustrated due to distrust
- Stifles ambition and performance
- Expect low productivity and low rapport

"A manager says 'go,' but a leader says 'let's go'."
John C. Maxwell

2

_____ Manager

- Care more about being liked than about results
- Expect low productivity despite high rapport

3

_____ Manager

- Under-estimates team's capabilities
- "If you want it done right, do it yourself"
- Does not give credit where it is due
- Expect high productivity but low rapport

4

- Consistently elicits top performance and support from team members
- Holds weekly constructive coaching conversations
- Provides developmental feedback
- Shows faith in people and commits to helping each team member achieve their best
- Expect high productivity and high rapport

Part 2 | How to Be A Great Coach

1

Change your approach

- Focus on personal development for each team member
- Stop trying to manage, start acting like a coach
- Believe that your team has more to give and that your job is to get it out of them

2

Create the _____

- Don't assume that you have great rapport with your team
- Find out whether they feel trusted, safe, valued, appreciated, understood, respected or empowered
- Before starting to coach, the team must feel the environment is conducive
- Need to develop a safe environment
- This means the first steps of opening up and changing must come from you

3

Transform the conversation

Help your team to answer these fundamental questions:

- What should they be doing?
- How should they be doing it?
- Did they do it?
- What did they do right?
- How can they improve next time?

Part 3 | Guidelines to Follow As A Coach

1

Act like a coach, not a manager

2

Change the rules between leaders and employees

3

Invest time and effort in the team

4

A team's improvement mirrors the coach's effort

5

A great coach has greater belief than the person has in himself

6

Be prepared to change in order to get the best out of your team

7

Coaching is not something you do, it is someone you become

8

It takes courage to become flexible, trusting, open and team-oriented

DISCUSSION QUESTIONS:

1. What's the first thing you need to do to become a better coach?
2. What do you need to change overall in your approach to become a better coach?
3. Do you have a coach that can mentor you? Additionally, identify someone you could start coaching.
4. What changes might occur in your organization if the principles in this session are applied?

SESSION SIX COMMUNICATION

Things Exceptional Bosses Tell Their Employees



SESSION 6



COMMUNICATION

⁶Let your speech always be with grace, seasoned with salt, that you may know how you ought to answer each one. Colossians 4:6 (NKJV)

Leadership always starts with great communication

Amazing bosses use these phrases daily:

- 1 "I have total _____ in you."
 - Total belief in staff's ability without micromanaging
- 2 "This is what I want _____ to accomplish."
 - Communicate plans and tie daily routine into big picture goals
- 3 "What can we do _____ next time?"
 - Understand that failure is not the opposite of success, it's part of success
- 4 "I want to play to your _____"
 - Identify people as uniquely talented, don't force them into roles they are not suited for

"Listening is one of the most powerful, compelling ways to say, 'You are a great person - I have confidence in you!'" Tony Stoltzfus

"The art of communication is the language of leadership." James Humes



"The strength of a man consists in finding out the way in which God is going, and going in that way too."

Henry Ward Beecher



5

"What is your _____?"

- Seek advice from all employees – this demonstrates your faith in them



"Don't let others tell you what you can't do. Don't let the limitations of others limit your vision. If you can remove your self-doubt and believe in yourself, you can achieve what you never thought possible."

Roy T. Bennett



6

"How can I better _____ you?"

- Take time to check in with your team and understand what is frustrating them



Take some time to check-in with your employees on a regular basis. Start a Monday morning by first connecting on a personal level with them.



7

"Let me know if you have any questions."

- Let people know and feel that they have an open door to raise problems with you

8

"Be generous with

_____."

- Let people know when they have done good work

²⁹Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers. Ephesians 4:29 (NKJV)

DISCUSSION QUESTIONS:

1. "What is your opinion?" "How can I support you?" Have you been asked these questions? If so, how did it make you feel?
2. When last did you have a check-in with your team? What were their responses? If you haven't checked-in, what do you think their responses would be?
3. What frustrations is your team facing and how can you support them?
4. What question stood out for you from this session and why?

SESSION SEVEN STRESS

Side Effects of Stress



SESSION 7



STRESS

*²⁸Come to Me, all you who labor and are heavy laden, and I will give you rest.
Matthew 11:28 (NKJV)*

Introduction



Short term condition to get us out of a threatening or dangerous situation.

Modern society creates long term chronic stress, devastating to both mind and body.

Side Effects of Stress

- 1 Slow _____ from a workout
 - Stress hormones make it harder for your body to recover from a workout
 - Results in lower energy levels, fatigue and sorer muscles
- 2 Short term memory is impacted
 - Stress creates changes in the brain that can reduce long-term mental performance
 - When experiencing stress, short term memory is impacted
- 3 Stress leads to unhealthy _____ habits
 - Studies have shown that over time, stress is linked to weight gain, not loss
 - People tend to choose sugary, fatty and salty foods when stressed
 - Eating fatty foods when stressed lowers your metabolism
- 4 Keeps you up at night
 - Stressing about issues prevents restful sleep
 - In turn, this has a drastic impact on health
 - Vicious cycle: increase in stress – insomnia - worsens stress and depression - increasing the insomnia
- 5 Weakens your _____ system
 - Lowers your immune system, making it difficult to fight off viruses and bugs
 - Short term stress events, may produce beneficial changes in immune system
 - Chronic stress has significant negative impacts due to hormonal changes

- 6 Triggers hair loss
 - Numerous studies have shown that a traumatic event may cause hair loss
 - Hair growth is prematurely shifted into resting phase, preventing growth
 - Is usually not permanent and re-growth will start once stress is resolved
- 7 Diminished interest in sex
 - May cause you to lose complete interest in sex
 - Ongoing stress may cause hormonal changes, leading to sexual problems such as loss of libido
- 8 Impacts _____
 - Eye symptoms can range from eye twitches to reduced peripheral vision
- 9 You are more likely to develop type 2 diabetes
 - It is clinically proven that men with chronic stress have higher risk of developing type 2 diabetes

*¹⁷The righteous cry out, and the Lord hears,
And delivers them out of all their troubles.*

*¹⁸The Lord is near to those who have a broken heart,
And saves such as have a contrite spirit.*

*¹⁹Many are the afflictions of the righteous,
But the Lord delivers him out of them all.*

Psalm 34:17-19 (NKJV)

DISCUSSION QUESTIONS:

1. Which one of these symptoms could you identify with? What effect does it have on you?
2. When could stress be considered good stress?
3. What steps do you need to take to create a healthier lifestyle?
4. In what way could we better manage bad stress in our lives?

SESSION EIGHT RISING TO POWER

The Journey of Exceptional Executives



SESSION 8



RISING TO POWER

⁴young men in whom there was no blemish, but good-looking, gifted in all wisdom, possessing knowledge and quick to understand, who had ability to serve in the king's palace, and whom they might teach the language and literature of the Chaldeans.

⁸But Daniel purposed in his heart that he would not defile himself with the portion of the king's delicacies, nor with the wine which he drank; therefore he requested of the chief of the eunuchs that he might not defile himself. Daniel 1:4,9 (NKJV)

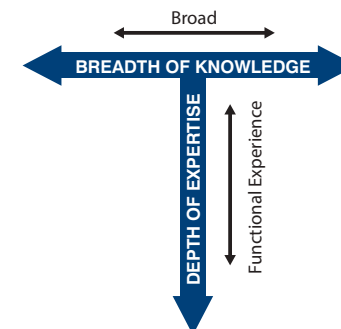
Advice for Rising Young Leaders

Today's top leaders tend to be younger, less experienced & better paid

- Rising too quickly can mean you are not ready to deal with complex and difficult issues
- New executives often arrive with high expectations, underestimating complexities of organizational politics

1 Beware of " _____ "

- Move only when you are ready, accepting a leadership position carefully
- Ensure you have a range of skills, not only specialization in your field
- Soft skills to form relationships and lead others are critical



Broad

- Ability to apply knowledge across situations

- Disciplinary skill

Functional

2 _____ your rise

Hit the ground running, not learning

- Proactively plan your rise from supportive role in middle/senior management to strategic executive role
- Develop your personal mission and the path you will follow to achieve it
- Don't lurch at every opportunity
- Understand the sacrifices you will be making by accepting a position

3 Don't start a top job believing you can repeat what you've done before

- It may not work as successfully because your role is different
- Assess the new situation – context and culture
- Don't feel pressure to act immediately
- Acclimatize then make deliberate decisions and implement them

4 Let your organization change and improve you

- Then you can change and improve your organization
- Study the organization, learn about it, then develop strategic paths for it

5 Don't lose your _____ perspectives

- Be careful not to integrate too much, losing the great initiatives and perspectives you have
- Be sensitive to the way in which you will make these changes

6 Integrate into your new organization

- Don't resist integrating with your staff as you risk becoming aloof
- People will then withhold their support
- As you start implementing new ideas, make sure to obtain regular feedback – make sure you and the organization are aligned
- Don't "shame" old processes but demonstrate the value of the new ideas

7 Stick to your role as a senior leader

- Set strategic direction
- Take a longer term time horizon into account when you plan (at least 2 – 3 years)
- Don't interfere with the work and roles of your managers & juniors

8 Use executive power to further your organization's goal

- Don't try to further your own goals through the organization
- Use your executive power wisely and in the service of others
- Do not use your power to coerce
- Failure to make decisions is an abuse of power – delegate responsibility and allocate accountability appropriately

9 Earn a reputation of _____

- This is the most sought after character trait in the business world
- Deliver on your commitments and demonstrate your character
- Remember that hard earned trust can be lost in an instant

10 Take care of your mind, body and soul

- Don't work continuously
- Don't look to chemicals to support you (alcohol or pills)
- Budget time for exercise and reflection

DISCUSSION QUESTIONS:

1. What one thing stood out for you from this session? Why?
2. Name one area you would approach differently after hearing this session.
3. What is the difference between effectiveness and efficiency?
4. From what you have learned in this course, list 5 action points you need to begin addressing.

References:

Session 1:

Robin Sharma, The Leader Who Had No Title

Session 2:

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Session 6:

Elle Kaplan, 8 Things Exceptional Bosses Constantly Tell Their Employees,
<https://www.inc.com/elle-kaplan/8-things-exceptional-bosses-constantly-tell-their-employees.html>

Session 8:

getabstract summary – Rising to Power; The Journey of Exceptional Executives: Ron A. Carucci and Eric C. Hansen; Greenleaf Book Group; 2014

Notes

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.



Student Registration Form



Please print 1 letter per box. 7

Take a picture of the completed form and text/WhatsApp to +27-73-923-2922 or email to student@teacheverynation.org. Also send a picture of yourself!

Student ID# (Cell Number) + _____ --- _____ --- _____ --- _____

1. Your Given or First Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Your Surname or Last or Family Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Today's Date:

d	d	m	m

4. Birth Date:

d	d	m	m

5. Circle:

Man
Woman

y	y	y	y

6. Home Address:

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7. City or Town:

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8. Province or Region or State - spell out:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9. Country - spell out:

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10. Email:

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11. Name of Your Dean Surname or Last or Family Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

12. Name of TEN Training Center, church, or school where classes usually conducted:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1. How many of the 10 BSOW courses are you planning to attend?	Circle: 1 2 3 4 5 6 7 8 9 10
2. Do you plan on applying to become a TEN Missionary and show courses to others?	Yes No
3. Will you be able to go online and download the 5 Elective courses and workbooks?	Yes No
4. What topic would you like TEN to make a new course?	
5. Which of the 10 courses do you think will be your favorite?	

To register and earn your Certificate, take 5 Core courses and at least 2 Electives, and send this form along with your Course Completion Record to TEN.