



# BEACON UNIVERSITY

6003 Veterans Parkway, Columbus, GA 31909

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## COURSE SYLLABUS

### I. COURSE TITLE:

**LDR 300 Effective Leadership Principles and Skills (DE)**

### III. COURSE DESCRIPTION:

The course will provide a foundational framework of knowledge and critical thinking skills. Students will evaluate contemporary leadership challenges and propose solutions to develop the thinking processes and skills needed to transform organizations through effective leadership.

### III. COURSE RATIONALE:

The study of this course will enhance the students's knowledge and skills in effective leadership of people and organizations. The student's awareness and ability to apply Christian leadership principles will be increased.

### IV. PREREQUISITES

None

### V. COURSE OBJECTIVES & OUTCOMES:

#### A. Cognitive

The student will be able to:

1. Identify the key issues that confront the leader in ministry, education, business, and other organizations. (Knowledge)
2. Identify and develop strategies for developing effective leadership in his/her own family, business, and ministry. (Knowledge, Comprehension and Application).

3. Discuss and formulate a leadership training and development strategy for an organization. (Comprehension, Application and Analysis)
4. Demonstrate a level of competency in assessing levels of function and dysfunction in the leadership of an organization. (Comprehension, Application, Analysis and Evaluation)
5. Develop a personal theory and methodology of effective Christian leadership. (Comprehension, Application, Analysis, Synthesis and Evaluation)

**B. Affective**

1. The student will be motivated to achieve a higher level of growth in his/her leadership role(s). (Responding)
2. The student will have an increased desire to implement Biblical principles of leadership in practical ways in his/her family, business, and ministry. (Valuing)

## **VI. COURSE OUTLINE:**

**A. Module One: Video lectures 1-10 will cover the following topics -**

1. *Leadership Definition*
2. *Leadership Foundations*
3. *Leadership Qualifications*
4. *Leadership Characteristics*
5. *How To Meet People's Needs As A Leader*
6. *How To Respond To Criticism As A Leader*
7. *How To Confront As A Leader*
8. *How To Recognize Potential Leaders*

**B. Module Two: Video lectures 11-20 will cover these topics -**

1. *How To Empower Your Top Leaders*
2. *The Power of a Clear Vision*
3. *Questions Real Leaders Ask Themselves*
4. *Success Without A Successor Is A Failure*
5. *How To Choose Spiritual Sons*
6. *Now That You Are A Leader*
7. *Levels of Leadership*
8. *Seven Qualities of a Great Leader*

## VII. COURSE METHOD:

Class sessions will include the presentation of lecture material as well as the opportunity to discuss key issues of leadership. There will also be in-class discussions of relevant case studies. Work outside of class will focus on reading assignments, written responses to those reading assignments, and written reports of certain case studies. These learning methods will be presented in two modules:

- A. Module One: The first 10 video lectures, reading the text by Hunter with the written report, and a mid-term exam.
- B. Module Two: The last 10 video lectures, reading the text by Damazio with the written report, a case study report, and a final exam.

## VIII. COURSE TEXTS:

Hunter, James C. *The Servant: A Simple Story about the True Essence of Leadership*. Roseville: Prima Publishing, 1998.

Damazio, Frank. *Effective Keys to Successful Leadership*. Portland: City Bible Publishing, 1993.

Dr Cottle's *Study Guide*

## IX. COURSE REQUIREMENTS:

- A. **Reading:** Read the text by Hunter and Damazio and write a 750-word "book report" using the guidelines provided.
  - 1. The report of Hunter will be due by the first session of the module two lectures.
  - 2. The report of Damazio will be due two weeks after the last session of the module two lectures.
- B. **Research & Writing:** Write a 750-word report of one of the case studies presented in class. Use the "Case Study Method" guidelines provided. This report must be typewritten and double-spaced. Due within two weeks after the last session of the second module.
- C. **Testing:** Two exams will be given during the course. Both the live and the DE classes will take the exams on Blackboard.
  - 1. Mid-Term Exam, covering the module one lecture contents and the text by Hunter. This exam must be completed before the second module.
  - 2. Final Exam, covering the module two lecture contents and the text by Damazio. This exam must be completed within two weeks after the last session of the second module.

## X. COURSE EVALUATION:

### A. Grade:

Reading & Book Report (Hunter)	15 %
Reading & Book Report (Damazio)	15 %
Case Study Report	10%
Mid-Term Exam	30 %
Final Exam	<u>30%</u>
	100 %

- B. Late Assignments:** If the student is not able to complete the assignments or exams during the times stated, it is the responsibility of the student to contact the instructor and make the necessary arrangements to accomplish make-up work. If the student fails to make the necessary arrangements, the make-up assignment will automatically be dropped one letter grade each day it is past due date.

## XI. COURSE PROFESSOR:

### Professor

Dr. Ronal E. Cottle  
Faculty Rank: Professor  
Chancellor of Beacon University

### Proctor

Dr. Larry Asplund  
Special Assistant to the President  
Faculty Rank: Instructor  
Office Phone: 706.323.5364. ex. 256  
E-Mail: larry.asplund@beacon.edu  
Office Hours on Campus: 8-5, Monday through Friday

## XII. COURSE BIBLIOGRAPHY:

### Books

- Adams, Bruce. Ed. *Ethics and Leadership Working Papers*. Kellogg Leadership Studies Project. College Park: The James MacGregor Burns Academy of Leadership, 1996.
- Anderson, Ray S. *The Soul of Ministry: Forming Leaders for God's People*. Louisville: Westminster John Knox, 1997.
- Blackaby, Henry and Richard Blackaby. *Spiritual Leadership: Moving People On to God's Agenda*. Nashville: Broadman & Holman, 2001.
- Carroll, Jackson W. *As One With Authority*. Louisville: Westminster John Knox, 1991.
- Chaleff, Ira. *The Courageous Follower: Standing up to and for Our Leaders*. 2nd Ed. San Francisco: Berrett-Koehler Publishers, 1995, 2002.
- Clinton, Robert J. *The Making of a Leader: Recognizing the Lessons and Stages of Leadership Development*. Colorado Springs: NAV Press, 1988.

- Damazio, Frank. *The Making of a Leader*. Portland: City Bible Publishing, 1988.
- \_\_\_\_\_. *Effective Keys to Successful Leadership*. Portland: City Bible Publishing, 1993.
- \_\_\_\_\_. *The Vanguard Leader*. Portland: City Bible Publishing, 1994.
- Dale, Robert. *Leadership for a Changing Church*. Nashville: Abingdon Press, 1998.
- Drucker, Peter F. *Managing the Non-Profit Organization: Principles and Practices*. New York: Harper Business, 1992.
- Gardner, John W. *On Leadership*. New York: Simon & Schuster Adult Publishing Group, 1993.
- Harari, Oren. *The Leadership Secrets of Colin Powell*. New York: McGraw Hill, 2002.
- Hunter, James C. *The Servant: A Simple Story about the True Essence of Leadership*. Roseville: Prima Publishing, 1998.
- Julian, Larry. *God is My CEO: Following God's Principles in a Bottom-Line World*. Avon: Adams Media Corporation, 2001.
- Kets de Vries, Manfred F. R. *The Leadership Mystique: A User's Manual for the Human Enterprise*. Harlow: Pearson Education, 2001.
- Kotter, John P. *Leading Change*. Boston: Harvard Business School Publishing, 1996.
- Kouzes, James M. and Barry Z. Posner. *Credibility: How Leaders Gain and Lose It, Why People Demand It*. Indianapolis: Jossey-Bass Publishers, 1995.
- \_\_\_\_\_. *Encouraging the Heart: A Leader's Guide to Rewarding and Recognizing Others*. Indianapolis: Jossey-Bass Publishers, 1998.
- \_\_\_\_\_. *The Leadership Challenge*. 3rd Ed. Indianapolis: John Wiley and Sons, 2002.
- Maxwell, John C. *The 21 Irrefutable Laws of Leadership*. Nashville: Thomas Nelson, 1998.
- \_\_\_\_\_. *The 21 Indispensable Qualities of a Leader: Becoming the Person that People Want to Follow*. Nashville: Thomas Nelson, 1999.
- \_\_\_\_\_. *The 17 Indisputable Laws Of Teamwork: Embrace Them and Empower Your Team*. Nashville: Thomas Nelson, 2001.
- \_\_\_\_\_. *Developing the Leader within You*. 2nd Ed. Nashville: Thomas Nelson, 2001.
- \_\_\_\_\_. *Leadership 101*. Nashville: Thomas Nelson, 2002.
- Nee, Watchman. *Authority and Submission*. Anaheim: Living Stream Ministry, 1998.
- Nelson, William R. *Ministry Formation for Effective Leadership*. Abingdon Press, Nashville, 1988.
- Oswald, Roy M and Otto Kroeger. *Personality Type and Religious Leadership*. The Alban Institute, Washington, DC, 1988.
- Pree, Max De. *Leadership is an Art*. New York: Dell Publishing Company, 1990.
- Rosenbach, William E. and Robert L. Taylor, eds. *Contemporary Issues in Leadership*. 5th Edition. Boulder: Westview Press, 2001.
- Sanders, J. Oswald. *Spiritual Leadership*. Revised. Chicago: Moody Publishers, 1994.
- \_\_\_\_\_. *Dynamic Spiritual Leadership: Leading like Paul*. Uhrichsville: Barbour Publishing, 1999.
- Sashkin, Marshall. Ed. *Educational Leadership and School Culture*. Richmond: McCutchan Publishing Corporation, 1993.
- Sashkin, Marshall and Molly G. Sashkin. *Leadership That Matters: The Critical Factors for Making a Difference in People's Lives and Organizations' Success*. San Francisco: Berrett-Koehler Publishers, 2003.
- Scheidler, Bill. *Apostles: The Fathering Servant: A Fresh Biblical Perspective on Their Role Today*. Portland: City Bible Publishing, 2002.
- Webster, Scott. *Balance of Leadership and Followership*. Kellogg Leadership Studies Project. College Park: The James MacGregor Burns Academy of Leadership, 1997.

## Online Resources

*Christian Leadership World*. Shifnal: The Teal Trust. <http://www.teal.org.uk/index.htm>  
*James MacGregor Burns Academy of Leadership*. College Park: University of Maryland.  
<http://www.academy.umd.edu/home/>  
*Harvard Business School*. Boston: Harvard University. <http://www.hbs.edu/>  
*Leadership*. North Central Regional Educational Laboratory.  
<http://www.ncrel.org/sdrs/areas/le0cont.htm>  
*Leadership Journal.net*. Carol Stream: Christianity Today.  
<http://www.christianitytoday.com/leaders/>  
*Leadership U*. Addison: Christian Leadership Ministries.  
<http://www.leaderu.com/menus/issues.html>