

CREATING A POSITIVE OFFICE ATMOSPHERE

Leader's Guide: TB8-3

Lecture time: 28 min.

Discussion time: approx. 20 min.

Leader's Oral Opening Comments

- What makes your office feel good when you go to it? What makes it feel bad? There may be a lot of things you aren't aware of. You just know you do or don't like it. Now your challenge is to make your office a place that people are always glad to come to, where they feel welcome, cared for. Where they sense purpose and organization and accomplishment. Where people are respected and valued as individuals.

Leader's Oral Closing Comments

- In 1 Timothy 3:1 we read, *"Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task."* Did you ever think of your job as being "noble?" It is a position of leadership and ministry, and it is our desire to help you set the right atmosphere in your office. It will enhance all that you do. In all things be above reproach. Maintain unity. Contentment with Godliness is great gain. Let us show it in our offices. And I look forward to visiting you in your office someday. Agreed? Amen.

Discussion instructions

- No discussion is needed. The discussion time can be replaced by a personal prayer time. (see below)

Prayer instructions

- This will be an individual prayer time (30 min). Let them go out helter-skelter individually. This is going to be an "Action Prayer Time" — A time to listen to the voice of God and make notes. You have 2 options; provide each person with a copy of either the Questionnaire from TB8-5DQ, or the Outline TB8-1O and let them use it as a format for prayer. There is enough room for them to make notes on it. Provide a **clipboard** or solid backing for easy writing. The idea is to prayerfully fill in extra ideas that the **Holy Spirit** brings to mind. Upon return let each man wave the paper before you to show God said something to them, they weren't just dreaming but actually interacting.

Pass-out material — instructions

- Make a photocopy of the questionnaire from TB8-5DQ and/or the outline TB8-1O for each student.

Practical assignments

- This is a short, simple, but practical task. Have them make a list along the left edge, one below the other. Leave space to the right to write in progress made at home. Then share at next session.