

BIBLICAL PRINCIPLES OF MANAGEMENT

SECTION 1 ***THE BIBLICAL CONCEPT OF SUCCESS***

I. WHAT IS SUCCESS?

II. WHO WAS SUCCESSFUL?

- A. Extraordinary Spirit
- B. Responsible
- C. Courageous Commitment
- D. Vital Prayer Life
- E. Thankful Spirit
- F. God was Glorified in his Life
- G. He Trusted God

CONCLUSION

SECTION 2 ***FIVE KEY GUIDELINE PRINCIPLES***

INTRODUCTION

PRINCIPLE #1: ACCOUNTABILITY

PRINCIPLE #2: CREDIBILITY

PRINCIPLE #3: DISTRACTION

PRINCIPLE #4: DIFFUSION

PRINCIPLE #5: PERCEIVED BENEFITS

CONCLUSION

SECTION 3 ***TWO TYPES OF MANAGEMENT***

INTRODUCTION

I. REHOBOAM'S MANAGEMENT PROBLEMS

- A. Solutions
- B. The Decision
- C. The Result

II. HOW CAN YOU BECOME A PARTICIPATIVE MANAGER?

- A. Develop a Participative Management Style
 - 1. *Involve your people in setting goals for the organization*
 - 2. *You encourage them to set personal goals*

3. *Have regular feed back times*
4. *Give them a chance to respond to a proposed decision*

B. Loving versus Using People

C. Leading By Example

D. Developing a Servant's Heart

1. *How can a leader be a servant to his people?*
2. *A participative manager must learn to be a good listener, and hear the petition of his people*
3. *Rehoboam was advised to speak good words to them*

III APPLYING THE GOOD ADVICE GIVEN TO REHOBAM

- A. Make your students successful
- B. Become a good listener
- C. Learn to accentuate the positive

CONCLUSION

SECTION 4 PLAYING YOUR POSITION

INTRODUCTION

HOW CAN A SPIRITUAL LEADER LEARN TO PLAY HIS POSITION PROPERLY?

- A. Understand the Designer's Purpose
- B. Seek to Expand Your Position
 1. *Be alert and curious*
 2. *Continually try to understand the organization's goals and objectives*
 3. *Look for ways to improve present processes*
 4. *Be a brain picker... Learn from others*
 5. *Purpose to create variety in your work*
 6. *Understand the objectives of your fellow workers*
 7. *Research current events in your field*
- C. Visualize Your Position as a Success
- D. Do Not Use Others as a Standard

CONCLUSION

SECTION 5 VISION AND PLANNING

INTRODUCTION

DEVELOPING CONCRETE PLANS

- A. Write Down Your Vision
 1. *A clear statement of the expected result*
 2. *The perceived benefits*

3. *A strategy of execution*
 4. *Consider the possible obstacles*
 5. *Write down some alternative ways of doing what you want to do*
 6. *Write down a timetable*
- B. Persist in Planning
1. *Some unrealistic goals*
 2. *Maybe your goals are not clearly defined*
 3. *Another reason is plain old fatigue*
 4. *An unrealistic timetable*
- C. What To Do While Waiting
1. *Analyze your progress so far*
 2. *Reaffirm your basic purposes to others*
 3. *Use the opportunity to look for Scriptural principles which will sharpen your focus*
 4. *Identify unforeseen obstacles*
 5. *Look for creeping "traditionalism"*
 6. *Execute today's tasks, as though it were your last day on earth*

CONCLUSION

SECTION 6 TIME MANAGEMENT

INTRODUCTION

I. YOU CANNOT DO EVERYTHING YOU WOULD LIKE TO DO

II. HOW TO SET PRIORITIES

- A. Make a To Do List
- B. Do Not Compartmentalize Your Life
- C. Assign an Order of Importance to These Priorities
- D. Regularly Evaluate Your Priorities

III. HOW TO DEAL WITH TIME WASTERS

- A. Interruptions
- B. Meetings
- C. Efforts and Results Are Not in Perfect Agreement
- D. Curly Files
- E. Treating Symptoms Lightly
- F. Trying to Influence the Wrong Person

CONCLUSION

SECTION 7 THE ART OF EFFECTIVE COMMUNICATION

INTRODUCTION

I. EFFECTIVE LISTENING

- A. Listen to God, in a personal quiet time
- B. Listen to your wife and your children
- C. Listen to your supervisor (He sets the agenda)
- D. Your students and churches
- E. Outsiders (Do you understand them?)
- F. Changing circumstances (How should you react?)
- G. Criticism (Is some of it true?)
- H. Ask Questions
 - 1. *Negative Reaction Patterns*
 - 2. *Alternative Reactions*
- I. Seek Clarification
- J. Recognize Body Language
- K. Encourage Response
- L. Concentrate

II. EFFECTIVE SPEAKING

- A. Truthful Speech
- B. Edifying speech
- C. Gracious speech
- D. Simple speech
- E. Excellent speech

CONCLUSION

SECTION 8 HOW TO DEAL WITH CONFLICTS

INTRODUCTION

- A. Misunderstandings
- B. Cross Purposes
- C. Personality Differences
- D. Substandard Performance
- E. Gossip and Rumors
- F. Preferential Treatment
- G. Inconsistent Standards
- H. Opposition from the Outside

CONCLUSION