

# BIBLICAL PRINCIPLES OF MANAGEMENT

## *Leader's Guide: 701*

**Total** lecture time: 203 min.

**Total** interaction time: 250 min.

**LTS 4 year system placement** this should have sequential guidelines. This should have instructions for workshops also

- LTS — year 2b (See LTS Manual from A to Z)

### **Lecture handling instructions**

- Lecture 701 comes in 4 Workshop parts. Study the lecture well and know precisely what you want to accomplish during each Workshop segment — write out your 4 goals plus an overall goal as well. The principles shared here go directly opposite to common leadership practices in Russia. Expect misunderstanding, lip-service only, and a resistance to practice it. Have a concrete follow-up plan for each of these 3 hurdles. Hold people accountable. You want to see a change in life-style and ministry.

- Part I — “My choice — bystander or participant?”

Lecture time: 45 min.

Interaction time: 80 min.

Covers Section 1 “The Biblical Concept of Success” and Section 2 “Five Key Guideline Principles

- Part II — “Your Attitude is Your Most Important Asset”

Lecture time: 55 min.

Interaction time: 55 min.

Covers Section 3 “Two Types of Management” and Section 4 “Playing Your Position”

- Part III — “Quality means Taking Care of the Details.”

Lecture time: 49 min.

Interaction time: 70 min.

Covers Section 5 “Vision and Planning” and Section 6 “Time Management”

- Part IV — “Plan for Future Success.” (See *LTS from A to Z*)

Lecture time: 54 min.

Interaction time: 45 min.

Covers Section 7 “The Art of Effective Communication” and Section 8 “How to Deal with Conflicts”

- Lecture 701 should lay the foundation for a new management style which now should evidence itself in the way the discussion of the manual is handled among the team members.

- Note: Plan in advance how you want to lead the planning exercise for Section 5 “Vision and Planning.”

### **Leader's Oral Opening Comments**

### **Leader's Oral Closing Comments**

**Paper lecture** — EL 701-2SL

**Student notes** — EL 701-4SN

**Discussion instructions** — EL 701-5DQ

- Review what parts you need to use at which times. This includes a questionnaire that participants are to fill out after different lecture segments.

### **Prayer instructions**

### **Pass-out material instructions**

- Print and pass out only the appropriate parts for one section at a time.

**Practical assignments** — EL 701-6PA

- **Pass out only assignments that fit each individual part.**

## Special adaptations for unique groups

- Your own comments:

## Supplemental materials — EL 701-7SM

- This is a file that is to be projected to the front of the group at the appropriate time. Note the sequence under “DVD lecture”. If you do not have a second available projector you may want to print a few copies so that groups of 5 or 7 can look at one copy together when it is needed.

## Answer Keys — EL 701-8AK

### DVD lecture

Video instructions:

#### 1. The Biblical Concept of Success

- Show video. Segment length: 18 min.
- Stop the video when Mr. Bible says the words, “It was a strong spirit that made people successful,” approximately 7 minutes into the video.
- Display 701-7A from EL 701-7SM in front of the group and discuss the question.
- Continue watching the video.
- When Section 1 is finished, display 701-7B from EL 701-7SM on the screen.
- Direct students to fill in Part 1 “Biblical Concepts of Success” in the questionnaire “Biblical Principles of Management” EL 701-5DQ. Time allotted: 10 min.

#### 2. Five Guideline Principles

- Show video. Segment length: 27 min.
- Have the participants fill out Part 2 “Five Guideline Principles” in the questionnaire from EL 701-5DQ for 10 to 15 minutes. Then use the questionnaire as a jumping off point for discussion working through it together. Items that are underlined do not exist on the student handout. The discussion time includes the time they use to fill out the questionnaire.

Discussion time: 70 min.

- How many of you have ever given someone something to do and been frustrated by the results (lack of results!)?
- Which of the five principles was violated?
- How could you have improved the situation?
- Is it possible to have management problems that are not rooted in a violation of the principles?

##### A. Accountability

- Who performs better without accountability?
- Why?
- What about other people you know of?
- How much do you enjoy holding people accountable?

##### B. Credibility

- Example. You may use one of these stories to get people thinking about credibility, but better yet, keep your eyes open for a story from your personal experience.
- In the year 2000, a major Russian TV tower was on fire. As it was burning, the Russian government was telling the people that everything was fine, and there was no problem. We can only imagine how greatly the credibility of the government was diminished in the eyes of the people as they saw what was actually happening with their eyes, and their ears were getting a different message from those who control their country.
- We need to think about how credible we are. It is very easy to teach one thing and do another, like the pastor whose sermon was based on Romans 13. He spoke very convincingly to his congregation about how important it is to obey God and obey those He has placed in authority over us. Then, on the way home, he broke the speed limit, rationalizing that it was okay because

there wasn't anyone around and it wasn't by much and the speed limit was meant for people who weren't really very good drivers.

- Your example:

- Rate yourself on a scale from 1-10 as before.
- Do others view you as credible?
- Your kids?
- Your parents?
- Your students?

#### **C. *Distraction***

- Do you know what your purpose is?
- Do those who work with you agree?
- How can you keep from being distracted by it?

#### **D. *Diffusion***

- Do you routinely find yourself stressed out because you aren't achieving all you should?
- Could it be you are trying to do too much?
- Do the important things get done well?
- How many of you can say "no" easily?
- Why is it so important to say "no?"

#### **E. *Perceived Benefits***

- How often do you explain to people why they are doing something?
- Do you make sure people receive benefits from their work?
- How much does their reward depend on their involvement?
- How does that affect other's success?
- Show 701-7C from EL 701-7SM on the screen.
- Copy the motto from the screen.
- A question to think about: Are you serving or dictating?

### **3. The Two Types of Management**

- Show video.
- Small-group discussion from page 1 of EL 701-5DQ

Segment length: 29 min.

Discussion time: 40 min.

### **4. Playing Your Position**

- Show video.
- Direct students to fill in page 5 from EL 701-5DQ which is the final page of the questionnaire.

Segment length: 26 min.

Time allotted: 15 min.

### **5. Vision and Planning**

- Show video. Segment length: 26 min.
- Explain that you will now have a planning session as a group.
- Place 701-7D on the screen.
- Let everyone share their answers, and you write down on a white or chalk board the answers that make a valid, logical, and necessary contribution to the overall plan. Time allotted: 35 min.

## 6. Time Management

- Show video. Segment length: 23 min.
- Small group discussion from page 1 of EL 701-5DQ. Discussion time: 35 min.

## 7. Communication

- Show video. Segment length: 30 min.
- Start whole-group discussion: Discussion time: 15 min.
  - What is leadership?
  - Leadership is influence.
  - How often does leadership require communication?
  - How worthwhile is it for you to spend time developing your communication skills?
  - Raise your hand if you are a listener?
  - A talker?
  - What can the listeners do to balance themselves out?
  - The talkers?

## 8. How to Deal With Conflicts

- Show video. Segment length: 24 min.
- Small-group discussion from page 1 of EL 701-5DQ. Discussion time: 30 min.