



LEAD LIKE JESUS

The HANDS of a Great Leader
Facilitator Guide



Lead Like Jesus
198 White Star Point
Spartanburg, SC 29301
(800) 383-6890

www.LeadLikeJesus.com

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Welcome to the Facilitator Guide for *The HANDS of a Great Leader*. We are delighted you have chosen to facilitate a Lead Like Jesus group study. The purpose of the Facilitator's Guide is to help you capture the key messages from each of the four lessons and to facilitate each week's discussion so that all learners (including yourself) can receive the greatest benefit from the experience.

It is our hope you will be blessed in a special way as you lead others to a new understanding of Jesus' HANDS – His leadership behavior - as the greatest leader of all time.

As you read and pray through each lesson, we know you will be challenged and motivated to follow the leadership example of Jesus. We define leadership as any time you are influencing the thinking, behavior or development of another. So a leader is anyone who has influence over another – so whether you are a parent, grandparent, brother or sister, CEO, co-worker, manager, pastor – you demonstrate leadership with and to those around you.

This Facilitator's Guide has been designed to give you the tools and information you need to lead your group effectively. However, it is just as important that as the leader of your group, you commit to God that you will model the concepts of leading like Jesus in all areas of your life.

Are you ready? Let's begin.

The Lead Like Jesus Team

Preparing to Facilitate a Lead Like Jesus Group Study

As the leader of a small group, you will need to prepare for the study, enlist group members, guide the group and follow up at the end of the study. The following suggestions should help you accomplish these tasks.

Your Role as a Facilitator

You may be experiencing some qualms about serving as a Lead Like Jesus group leader based on what you think is required. Let us try to put some of your concerns to rest. Your role in this small group is not that of a teacher. You are a leader of learning activities. You are a facilitator of the group learning process. If you sense God has led you to accept this position, you can trust Him to equip you to accomplish the task.

Group members will be spending an hour or two each week in personal study of *The HANDS of a Great Leader* before each small group gathering. During that time, the Holy Spirit will be their primary teacher. The content and learning activities they experience during the week will help them learn the basic truths and principles. Your job is to help them review what they have learned, share what aspects of *The HANDS of a Great Leader* that have come clear to them during their study time and to discuss how their discoveries apply to their own leadership activities.

Don't burden yourself by trying to answer every difficult question that may arise as you guide people through the learning experience. You are a learner, too, and you should be open to saying, "I don't know," then engaging the best thoughts and prayers of the group to answer the hard questions. One way to bring additional meaning and reality to the group study process is through the power of personal stories. When key lessons are shared by group members, try to think of situations from your own life when these principles applied. Encourage others to do this as well. It will help bring high-level concepts down to earth.

Group Size for Effective Learning

Jesus preached to large crowds, but He did most of His discipleship training with a group of twelve. He was even more intimate with three of His disciples who would be the key leaders in the early Church. To provide a learning environment where the Holy Spirit can do His best work in the lives of the group members, each person needs to be in a small group. In intimate community people can ask questions more easily, share personal experiences and vulnerabilities and support one another's growth. For *The HANDS of a Great Leader* study, the ideal group size ranges from eight to twelve

people. It's better to create more groups than to allow the groups to become so large that sharing, and interaction are diminished.

Leader's Weekly Preparation Assignments

1. Review the subject matter for the week and complete the learning activities.
2. Find a quiet time and place to pray for the group members by name. Ask the Lord to give you the wisdom you need to prepare for and lead the next group session.
3. Read the instructions for leading the next session.
4. Copy any handouts that will be needed for the session.
5. Choose any music or other appropriate media for the pre-session time.
6. Check with the host or hostess to be sure he or she is prepared for the group this week.
7. Arrange for refreshments, if appropriate.
8. Secure enough name tags for those you expect to attend.
9. Have extra pens, pencils and blank paper available.
10. Secure and test any equipment that is needed
11. Plan to stay within the times given for each activity. Sixty minutes is the time allotted for each session.

NOTE: Allowing group members to share freely is far more important than sticking to a schedule. Group members sometimes arrive eager to share something that happened in their lives during the week related to the content.

12. Be sensitive to the needs of the group and be flexible. Allow God to work in the life of your group. Provide opportunities for everyone to share during the session

Leader's Personal Preparation Checklist

As you prepare to facilitate *The HANDS of a Great Leader* study, here are some personal preparation steps:

1. Pray . . . for yourself and for group members
2. Review leader qualifications
 - a. Be a growing Christian
 - b. Be a person of personal prayer and Bible study
 - c. Be willing to give time and energy to encourage members of the group
 - d. Have a teachable spirit
 - e. Be sensitive to the leadership of the Holy Spirit
 - f. Love God and love people

3. Enlist an apprentice. Pray about someone who will go through the study as a participant, but who wants to facilitate a group in the future
4. Consider the skills for leading the group:
 - a. Be a good communicator
 - b. Be a good listener
 - c. Be an encourager
 - d. Know how to keep one person from dominating the group
 - e. Know how to involve members in the discussion
 - f. Be a Jesus-like leader
5. Identify foundational concepts for the group
 - a. Group members will be asked to make a commitment to attend all sessions
 - b. Group members will be asked to sign a covenant
 - c. Group members will maintain confidentiality with each other
 - d. All sessions will begin and end on time
 - e. Group members will agree to pray for one another regularly
 - f. Group members will faithfully participate in each session
 - g. A safe environment will permeate all session
6. Arrange for a location in either a church, home or other facility
7. Order any necessary materials from Lead Like Jesus at www.LeadLikeJesus.com

Preparation Guidelines for the Group Leader

As you prepare for your role as group leader, remember the following principles for leading a group study:

1. Review each week's session goals
2. Approach each group session in prayer and humility
 - a. Ask the Holy Spirit for guidance. What issues are most important right now for the people in your group? In this way you are preparing for people, not merely preparing for a meeting. This will help you keep your focus on the task. The group's purpose is for members to encounter God's truth, and by the Holy Spirit's work and grace, have that truth illuminated to them in their life situations as leaders. As God for guidance as you serve your group members.
 - b. It is essential that you resist the pressure to "produce a good meeting" or preserve your reputation. Your preparation should be for the purpose of pleasing God and serving the members of your group. God should be honored in each of your group meetings.
 - c. If you are overly concerned about how you will do or how the meeting will go, your focus is on yourself rather than pleasing God. Remember, your group meetings are "not about you;" they are about helping others learn to lead like Jesus.

- d. Don't just remember what Jesus said, but believe it, *"Remain in Me, and I will remain in you. No branch can bear fruit by itself; it must remain in the vine. Neither can you bear fruit unless you remain in Me"* (John 15:4).

3. Provide an atmosphere for comfortable discussions
 - a. Create an environment where everyone is free to ask questions
 - b. Create an atmosphere of respect. Practice active listening – listening attentively to others, looking at them, nodding your head, paying attention. Listening and showing respect will help cultivate trust among group members
 - c. Work to draw questions from the responses of the group. Do they understand the issue being discussed? Are they seeing it for the first time? Are they sensing conviction? How you respond to their comments either will facilitate the Spirit's growth or hinder it.
 - d. Create an atmosphere that is not distracting
 - i. Make sure the room has adequate light and comfortable seating
 - ii. Cell phones and other electronic devices are turned off
 - iii. Make sure the room is neat and clean

4. Understand and apply God's Word
 - a. Review all Scripture used in each week's study
 - b. Memorize the assigned verse for each week
 - c. Consider what the truths taught in each session mean to you here and now. How does knowing this truth about God make a difference in your life?
 - d. How can you apply this truth?
 - i. What are the implications to you and to your group members?
 - ii. Is there a command in this passage that leaders are required to obey?
 - iii. Is there any example to follow?
 - iv. What does this truth tell you about people in general? How does this apply to you and your group members? Now that you have learned these things what can you do to help others walk in obedience?

5. Be sensitive to the Holy Spirit
 - a. Pray for and expect the Holy Spirit's help in leading the group session each week
 - b. Be open to His leadership as your group meets and discusses key issues that relate to leading like Jesus
 - c. Ask God to help you begin to model leading like Jesus in all areas of your life as you lead this group study

***Lead Like Jesus
Group Covenant***

I, _____, covenant with my Lead Like Jesus group to do the following:

1. Complete the study of *The HANDS of a Great Leader* study guide each week before the group session.
2. Pray regularly for my fellow group members.
3. Participate in all sessions unless urgent circumstances beyond my control prevent my attendance. When unable to attend I will make up the session at the earliest possible time with the group leader or group member assigned.
4. Participate openly and honestly in the group sessions.
5. Keep confidential any personal matters shared by others in the group.
6. Be patient with my Christian brothers and sisters and my church as God works in us all to make us what He wants us to be.
7. Do my best to Exalt God Only rather than Edging God Out.
8. Recognize that leading like Jesus is a process and I'm a learner.
9. Pray weekly for my church and my pastor.

Others: _____

Signed: _____ Date: _____

Lead Like Jesus Group Members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The HANDS of a Great Leader
Introductory Session
(optional)

Conduct this Introductory Session before your group members study Week One of *The HANDS of a Great Leader*.

Session Goals

By the end of this session, members will be able to demonstrate their commitment to *The HANDS of a Great Leader* by ...

- Telling at least one new fact about each member
- Describing the characteristics of great leader behavior
- Agreeing to complete the first week's material
- Signing a group covenant

Pre-Session

Make enough copies of page 7 for each participant.

At the meeting time, select and play appropriate music. Greet everyone as they arrive and make nametags.

Session

Introduction (10-15 minutes)

1. Welcome each person and point them to the refreshments (if they are being served at the beginning). Ask everyone to prepare and wear a nametag. As members arrive, introduce each one to others in the room. Let everyone visit informally until it is time to begin.
2. Begin promptly. Remind the group that you will begin and end on time. Group members may fellowship before and after each session, but they can depend on you to be prompt.
3. Thank each participant for coming to this opening session of *The HANDS of a Great Leader* study group.
4. Ask each member to share one fact about themselves that members of the group might not know and give a brief statement about why they are interested in learning about the hands of a great leader.
5. Offer a prayer of thanksgiving to God for bringing the group together to learn how to glorify Him through their lives and leadership. Ask the Holy Spirit to be your Teacher during the session. Ask Him to begin bonding your lives together in Christian love and unity during the sessions of this study.

Overview of *The Hands of a Great Leader* (20-30 minutes)

1. **Say in your own words** ... Thank you for coming to this introductory session of *The HANDS of a Great Leader* group study. I know this is a commitment of your time and energy. In the next few minutes, I'd like to share five things with you:
 - The importance of your "hands" in leadership
 - The value of Jesus-like leadership
 - How to become more of a leader who leads like Jesus
 - Why I believe this message is true for everyone
 - How the study works and what is required
2. Ask group members turn to page 6 in their study guides and follow along as you guide them in understanding the section about the icons. The icons will appear in each lesson.
3. **Ask the group** ... How do you think the leadership in an organization or group that you serve would be different if they followed the leadership model of Jesus? Before you answer this question, let me ask "How many of you consider yourselves leaders? Raise your hand."
 - If everyone raises their hands skip to number 5
 - If some hands are not raised, continue to number 4
4. **Say** ... Lead Like Jesus defines leadership as "anytime you are seeking to influence the thinking, behavior or development of another, you are taking on the role of a leader." Now using that definition, how many of you consider yourselves as engaging in leadership daily?
5. **Say** ... now back to the original question, "How do you think the leadership in an organization or group that you serve would be different if they followed the leadership model of Jesus?"
6. After a time of discussion, **Say** ... does anyone have any questions up to now? Respond to them and then invite participants to review the Table of Contents at the beginning of your workbook. The Table of Contents will give an overview of each week's material.
7. **Say** ... This course is designed to combine individual study and group learning experiences in order to create a sound foundation for real and lasting change in the ways we lead and represent Jesus in the world around us. It will require a degree of personal discipline to make the daily learning experiences a priority and a commitment to serve the growth and development of the group through regular attendance. If you are unsure you would be willing to make a commitment to complete *The HANDS of a Great Leader* study, including making weekly attendance at the group meeting a priority, please let me know before next week's meeting. If you are willing to make a commitment tonight, please

complete the Lead Like Jesus Group Study Covenant form that I have distributed to you. (The Covenant form is found on page 7 of the Facilitator's Guide.)

8. Ask if there are any questions or concerns.
9. Announce the next week's meeting with time, place and hosting responsibilities assigned.
10. Close in prayer for the upcoming weeks as the group begins the journey of exploring *The HANDS of a Great Leader* study guide.

The HANDS of a Great Leader
Fishers of Men . . . Developers of Individuals

Personal Preparation before the Session:

- __ Review week 1 material and complete the learning activities for week 2 to stay ahead of the group and to make any appropriate references
- __ Find a quiet time and place to pray for the group members by name. Ask the Lord to give you the wisdom you need to prepare for and lead the Week 1 session.
- __ Read "Overview Week 1"
- __ Check with the host or hostess to be sure he or she is prepared for the group this week
- __ Arrange for refreshments to be served at the beginning of the session (or wherever it occurs)
- __ Secure enough name tags for those you expect to attend
- __ Have pens or pencils and extra blank paper available
- __ Plan to stay within the times given for each activity; the session is scheduled for 60 minutes
- __ Locate a bell, buzzer or whistle that you can use as a timer

Note: Allowing member to share freely is far more important than sticking to a schedule. Group members sometimes arrive eager to tell about something that happened in their lives during the week related to that week's content. Be sensitive to this need and be flexible. Allow God to work in the life of your group. Provide opportunities for everyone to respond during the session.

Introduction (15 Minutes)

1. Welcome each person and direct them to the refreshments, if available at the beginning.
2. Begin promptly. Remind the group that you will begin and end each session on time.
3. Thank the members for affirming their commitment to the group and *The HANDS of a Great Leader* study by signing the Covenant form and returning for today's session.
4. Offer a prayer of thanksgiving to God for bringing you together to learn how to glorify Him by learning to lead like Jesus. Ask the Holy Spirit to be your Teacher during the session. Ask Him to continue to bond the group together in Christian love and unity during this session of the program.
5. Ask the group about their experience with the first week's study materials. How long did it take to complete the daily lessons? What study practices, times and places worked best?

Note: Don't expect everyone to have had the same level of positive experience. If questions or negative comments come up, relax and try not to become defensive. Listen for understanding and feel free to say "I don't know" and refer the question to the rest of the group for any insights they might have. When an issue involving the program materials comes up that you can't handle tell the person you will make note of it and commit to try and find a suitable answer by the next meeting.

Overview Week 1 (40 Minutes)

6. Ask the group – what one thing did you learn in this week's study that you did not know before? Pause for some answers and then ask, what is one area of personal growth you identified during this week's study?
7. Pair the group up to recite their memory verse to each other. What new thing did you learn in the process of memorizing this verse?
8. **Say ...** In Today's Topic on page 13, the authors say, "We believe if we don't get the heart right, then we simply won't ever become leaders like Jesus." What does this statement have to do with the hands of leadership – your behavior as a leader?
9. **Say ...** Turn to page 18 and react to the comment in A Point to Ponder – God doesn't expect you to serve for nothing. In fact, He has made it absolutely impossible. After some discussion, **Ask ...** what kind of reward to you anticipate from your leadership choices?
10. **Say ...** The topic for Day Three is about performance coaching. Coaching has become very popular in business and ministry opportunities recently. The authors identified three components to becoming a performance coach. What are they? (Performance planning, day-to-day coaching and performance evaluation – page 21). Which one receives the least attention generally? Which one receives the most?
11. **Ask ...** What were the "final exams" you highlighted on page 22 in Next Steps? Remember coaching is not just about work. You can coach your child to clean his/her room, to study with more purpose; your spouse to respond more effectively to your requests, etc.
12. **Say ...** Turn to the person on your right and give a personal example of how coaching helped you accomplish a goal. If you can't remember a personal one, give an example that you know about. After some discussion, **Ask ...** What would have been the outcome if coaching hadn't occurred?
13. **Say ...** Share some of your joyful stories from Next Steps on page 25.
14. **Say ...** The 2 Timothy 2:2 Scripture in What God's Word Says on page 26 is often called the disciple maker's mandate. Divide the group into teams of four and ask each member of the team

to share how this mandate is applicable to his/her situation personally, leading another, leading others and leading organizationally.

15. As the teams complete the previous assignment, **Say ...** At some point in your life, you have been a novice, apprentice, journeyman and master/teacher, share with your teammates an example of when you were at ONE of these learning stages (since there are four people on each team ask each participant to choose a different learning stage), what you experienced, the outcome and how you felt during the experience. Remember this model is task specific – this is not a label of where you are in your total being but about a specific task. You can be at all four of these stages at the same time in different tasks.

Closing (5 minutes)

16. Remind the group about next week's meeting and review any hospitality assignments, if appropriate.
17. Ask the group to stand in a circle, hold hands and offer sentence prayers for each other that they would lead like Jesus in every way, every day of the coming week.

The HANDS of a Great Leader
One Size Does Not Fit All

Personal Preparation before the Session:

- Review week 2 material and complete the learning activities for week 3 to stay ahead of the group and to make any appropriate references
- Find a quiet time and place to pray for the group members by name. Ask the Lord to give you the wisdom you need to prepare for and lead the Week 2 session.
- Read "Overview Week 2"
- Check with the host or hostess to be sure he or she is prepared for the group this week
- Arrange for refreshments to be served at the beginning of the session (or wherever it occurs)
- Secure enough name tags for those you expect to attend
- Have pens or pencils and extra blank paper available
- Plan to stay within the times given for each activity; the session is scheduled for 60 minutes
- Locate a bell, buzzer or whistle that you can use as a timer

Note: Allowing member to share freely is far more important than sticking to a schedule. Group members sometimes arrive eager to tell about something that happened in their lives during the week related to that week's content. Be sensitive to this need and be flexible. Allow God to work in the life of your group. Provide opportunities for everyone to respond during the session.

Introduction (15 Minutes)

1. Welcome each person and direct them to the refreshments, if available at the beginning.
2. Begin promptly. Remind the group that you will begin and end each session on time.
3. Offer a prayer of thanksgiving to God for bringing you together to learn how to glorify Him by learning to lead like Jesus. Ask the Holy Spirit to be your Teacher during the session. Ask Him to continue to bond the group together in Christian love and unity during this session of the program.
4. Ask the group about their experience with the second week's study materials. How long did it take to complete the daily lessons? What study practices, times and places worked best?

Note: Don't expect everyone to have had the same level of positive experience. If questions or negative comments come up, relax and try not to become defensive. Listen for understanding and feel free to say, "I don't know" and refer the question to the rest of the group for any insights they might have. When an issue involving the program materials comes up that you can't handle tell the person you will make note of it and commit to try and find a suitable answer by the next meeting.

Overview Week 2 (40 Minutes)

5. Ask the group – what one thing did you learn in this week's study that you did not know before? Pause for some answers and then ask, what is one area of personal growth you identified during this week's study?
6. **Say ...** This week we had a more in-depth look at the novice, apprentice, journeyman and master/teacher concepts. Turn to the person on your right and share your memory verse for the week and what this verse means to you and for you. Since Jesus grew in stature and in favor with God and man, what does this tell you about your responsibility?
7. **Say ...** Think about a time when you, or someone you knew, were a novice. What did you/they need from your leader? If you received what you needed, what was the result? If not, what was the outcome? Now, let's review Next Steps on page 35. What did you learn about those you lead who are novices, what they need and what steps you can take in providing it?
8. **Say ...** Let's review Look Inside on page 37 about a time when you were an apprentice at any task. Form the group into three small groups and ask each group member to share with the others their responses.
9. **Ask ...** What is the value of feedback for the apprentice? What did Jesus' disciples learn in Matthew 17:14-21 and how did that enhance their future ability? In what ways does that apply to those you lead?
10. **Say ...** On Day Three on page 40, we looked at the Needs of a Journeyman. What did you learn from reading the content and in what ways did it resonate with you?
11. **Ask ...** What are some hidden needs that confront journeyman and how can the leader help facilitate their continued growth and development?
12. **Say ...** You might not have considered that the master/teacher needs anything from their leader since they are fully equipped to do their work and to teach their work to others. **Ask ...** What did you learn about the needs of a master/teacher?
13. **Say ...** Let's turn to page 46 and review the responses to Next Steps – What should training look like for master/teachers? What would capture their imagination, improve their performance and release them to fulfill the vision?

14. **Say ...** Turn to page 48 and let's review the learning stages chart at the bottom of the page. This represents a snapshot of what the learner needs from the leader at each learning stage. It takes a mutual commitment between the learner and the leader to move from one stage to another. Now, turn to the person on your left and discuss examples from each learning stage related to family, church and work (if applicable).

Closing (5 minutes)

15. Turn to page 50 in your workbook. Would anyone be willing to share one thing he/she decided should be different in their approach as a leader?
16. Remind the group about next week's meeting and review any hospitality assignments, if appropriate.
17. Ask one member of the group to lead in prayer asking that all group members live and lead like Jesus more this week than ever before. Remember to secure their permission in advance.

The HANDS of a Great Leader
Classic Clashes Between Leaders and Followers

Personal Preparation before the Session:

- __ Review week 3 material and complete the learning activities for week 4 to stay ahead of the group and to make any appropriate references
- __ Find a quiet time and place to pray for the group members by name. Ask the Lord to give you the wisdom you need to prepare for and lead the Week 3 session.
- __ Read "Overview Week 3"
- __ Check with the host or hostess to be sure he or she is prepared for the group this week
- __ Arrange for refreshments to be served at the beginning of the session (or wherever it occurs)
- __ Secure enough name tags for those you expect to attend
- __ Have pens or pencils and extra blank paper available
- __ Plan to stay within the times given for each activity; the session is scheduled for 60 minutes
- __ Locate a bell, buzzer or whistle that you can use as a timer

Note: Allowing member to share freely is far more important than sticking to a schedule. Group members sometimes arrive eager to tell about something that happened in their lives during the week related to that week's content. Be sensitive to this need and be flexible. Allow God to work in the life of your group. Provide opportunities for everyone to respond during the session.

Introduction (15 Minutes)

1. Welcome each person and direct them to the refreshments, if available at the beginning.
2. Begin promptly. Remind the group that you will begin and end each session on time.
3. Offer a prayer of thanksgiving to God for bringing you together to learn how to glorify Him by learning to lead like Jesus. Ask the Holy Spirit to be your Teacher during the session. Ask Him to continue to bond the group together in Christian love and unity during this session of the program.
4. Ask the group about their experience with the third week's study materials. How long did it take to complete the daily lessons? What study practices, times and places worked best?

Note: Don't expect everyone to have had the same level of positive experience. If questions or negative comments come up, relax and try not to become defensive. Listen for understanding and feel free to say, "I don't know" and refer the question to the rest of the group for any insights they might have. When an issue involving the program materials comes up that you can't handle tell the person you will make note of it and commit to try and find a suitable answer by the next meeting.

Overview Week 3 (40 Minutes)

5. Ask the group – what one thing did you learn in this week's study that you did not know before? Pause for some answers and then ask, what is one area of personal growth you identified during this week's study?
6. **Ask ...** Do you agree with the authors that clashes are inevitable? Why or why not? After some discussion, **Say ...** let's say our memory verse in unison – *Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble.* What would life look like if we put this verse into action?
7. **Say ...** Describe a time when you saw a servant-hearted leader and a servant-hearted follower engage each other. What was the outcome? How did it make everyone else feel? **Say ...** wouldn't it be great if we could live and work in complete harmony with one another? However, since clashes are inevitable, let's look at some ways to live and work more effectively.
8. **Ask ...** What is the outcome when fear meets fear? After some discussion, **Ask ...** What are some ways that you can replace fear-based assumptions with faith- and love-based ones?
9. **Say ...** Turn to page 59 in your workbook and let's discuss the Thomas Merton quote in the middle of the page – "Pride makes us artificial and humility makes us real." What about pride makes us artificial? What about humility makes us real?" **Ask ...** Does anyone remember *The Velveteen Rabbit*? What made him real? (ANS: being loved so much that his stuffing came out.)
10. **Ask ...** What is one of the antidotes to both pride and fear that the authors highlight? (ANS: having truth tellers in your life). Do you have truth tellers in your life – those who will tell you the truth about your actions, attitudes and decisions? If not, develop a plan to engage some soon. Everyone needs them but it takes a healthy dose of humility and courage to seek them out.
11. **Say ...** on Day 4 on page 61, the authors describe times when pride meets fear and use Matthew 23 as a backdrop for their discussion – a description of how the Pharisees abused their authority over the children of Israel. Jesus begins His comments by agreeing with the law that the Pharisees had the authority over the people but then He goes on to say, "... but do not do what they do, for they do not practice what they preach."

12. Divide the group into three smaller groups and ask each group member to describe a time when they experienced someone who did not practice what they preached. What was the outcome personally and for others?
13. After some time for discussion, **Say ...** What are some follower fears that you identified in Next Steps on page 63 and what are some actions you can take to help alleviate them? Use this as a time to help each other uncover some practical steps for reducing fear.
14. **Say ...** On Day 5 on page 64 we look at the final aspect of pride and fear in the lives of leaders and followers – a fearful leader and a prideful follower. The authors say in Pause and Reflect that the Scriptures in What God’s Word Says are the ultimate antidote for fear. What is so comforting in these verses and why?

Closing (5 minutes)

15. Turn to page 67 in your workbook. Would anyone be willing to share one thing he/she decided should be different in their approach as a leader?
16. Remind the group about next week’s meeting and review any hospitality assignments, if appropriate.
17. Lead in prayer that all would strive to be a servant-hearted leader and follower in every aspect of our lives this coming week.

The HANDS of a Great Leader
Recognizing Root Causes

Personal Preparation before the Session:

- Review week 4 material
- Find a quiet time and place to pray for the group members by name. Ask the Lord to give you the wisdom you need to prepare for and lead the Week 4 session.
- Read "Overview Week 4"
- Check with the host or hostess to be sure he or she is prepared for the group this week
- Arrange for refreshments to be served at the beginning of the session (or wherever it occurs)
- Secure enough name tags for those you expect to attend
- Have pens or pencils and extra blank paper available
- Plan to stay within the times given for each activity; the session is scheduled for 60 minutes
- Locate a bell, buzzer or whistle that you can use as a timer

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Introduction (15 Minutes)

1. Welcome each person and direct them to the refreshments, if available at the beginning.
2. Begin promptly.
3. Offer a prayer of thanksgiving to God for bringing you together to learn how to glorify Him by learning to lead like Jesus. Ask the Holy Spirit to be your Teacher during the session. Ask Him to continue to bond the group together in Christian love and unity during this session of the program.
4. Ask the group about their experience with the last week's study materials. How long did it take to complete the daily lessons? What study practices, times and places worked best?

Note: Don't expect everyone to have had the same level of positive experience. If questions or negative comments come up, relax and try not to become defensive. Listen for understanding and feel free to say, "I don't know" and refer the question to the rest of the group for any insights they might have. When an issue involving the program materials comes up that you can't handle tell the person you will make note of it and commit to try and find a suitable answer by the next meeting.

Overview Week 4 (40 Minutes)

5. Ask the group – what one thing did you learn in this week's study that you did not know before? Pause for some answers and then ask, what is one area of personal growth you identified during this week's study?
6. **Say ...** Turn to your neighbor on the left and recite the memory verse to each other. Then, invite someone to read 2 Corinthians 12:7-10, *"To keep me from becoming conceited because of these surpassingly great revelations, there was given me a thorn in my flesh, a messenger of Satan, to torment me. Three times I pleaded with the Lord to take it away from me. But he said to me, "My grace is sufficient for you, for my power is made perfect in weakness." Therefore I will boast all the more gladly about my weaknesses, so that Christ's power may rest on me. That is why, for Christ's sake, I delight in weaknesses, in insults, in hardships, in persecutions, in difficulties. For when I am weak, then I am strong.*
7. **Say ...** In Today's Topic on page 72, the last sentence in the first paragraph says, "The spiritual health of the leader is the wellspring from which a follower's trust and commitment flows." What is your reaction to that sentence? Does this apply in a business setting as well as a church or other faith-based setting? What about in a family? What difference does it make?
8. **Ask ...** Are you a follower in some relationships? To whom do you report? What is the significance of your actions and reactions to the one that you are following? Are you following Jesus and if yes, how do your actions and reactions affect that relationship?
9. **Say ...** Every learning stage is faced with a different set of EGO issues that need to be addressed and handled by the leader to help the follower move to the next level of productivity. Divide your group into three smaller teams and **Say ...** Turn to page 76 in your workbook and read through the issues for the Novice and the Leader then **Ask ...** Each participant to discuss a time when either as a learner or a leader you experienced one of these EGO issues.
10. After some time for discussion, **Ask ...** What difference would coaching have made in your progress either as a leader or learner at the Novice stage?
11. **Say ...** During Day Three, we examined the EGO issues at the Apprentice stage. Let's read through Today's Topic on pages 80-81 together. Invite three people, in advance, to read 1) Issues for the Apprentice (both paragraphs), 2) Issues for the Leader (first 2 paragraphs), and 3) Issues for the Leader (last two paragraphs) as others follow along during class time. Once they have

completed the reading, **Ask ...** What are the challenges that an Apprentice faces? What are some of the challenges of the leader of Apprentices? How can they both be overcome?

12. **Say ...** Day Four brought us to the EGO issues of the journeyman. Give the group a moment to read silently through page 84 and then **Ask ...** Are the EGO issues at the various learning stages applicable in the home? If not, why? If yes, what is an example of a journeyman in the family setting? What EGO issues did this person experience? What did the leader do to handle the situation? **NOTE TO FACILITATOR:** You may have to probe a little to get the group to make the application since these terms are not often applied to the home. However, when dealing with children and aging parents as well as spousal roles, the concepts apply just as effectively.
13. **Say ...** On page 87, the authors contend that “The statement, ‘God has a plan for your life’ is incomplete. God has plan for your life as a part of His kingdom plan.” Do you agree or disagree? Why or why not?
14. **Say ...** The EGO issues for the master/teacher and leader are listed on page 88 in Today’s Topic. Read through the issues for the Master/Teacher and the Leader and then turn to your neighbor on the right and ask each participant to discuss a time when either as a learner or a leader you experienced one of these EGO issues.

Closing (5 minutes)

15. Thank everyone, again, for being present and encourage them to join together to study *The HEART of a Great Leader*, *The HEAD of a Great Leader* and *The HABITS of a Great Leader* – all 4-week group studies available from our online store at www.LeadLikeJesus.com.
16. Close the final session with a word of prayer and dismiss the group.