



**LEAD LIKE JESUS**

*The HABITS of a Great Leader*  
**Facilitator Guide**

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## *The HABITS of a Great Leader* Facilitator Guide

Welcome to the Facilitator Guide for *The HABITS of a Great Leader*. We are delighted that 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 that you will be blessed in a special way as you lead others to a new understanding of Jesus' HABITS – how He stayed focused on His mission - 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 HABITS 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 HABITS 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 HABITS 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 HABITS 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 servant 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 home or other facility
  7. Order any necessary materials from Lead Like Jesus at [www.LeadLikeJesus.com](http://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. Ask 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 HABITS 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

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
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*The HABITS of a Great Leader*  
**Introductory Session**  
**(optional)**

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

### **Session Goals**

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

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

### **Pre-Session**

Make sufficient 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 HABITS 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 habits 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 Habits of a Great Leader* (20-30 minutes)

1. **Say in your own words** ... Thank you for coming to this introductory session of *The HABITS 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 "habits" in leadership
  - ❖ The value of servant leadership
  - ❖ How to become more of a servant leader
  - ❖ Why I believe this message is true for everyone
  - ❖ How the study works and what is required
  
2. Ask group members turn to page 4 in their study guides and follow along as you read the *About the Icons* on pages 4 and 5. **Say** ... the fifth paragraph highlights the habits upon which Lead Like Jesus focuses – solitude, prayer, study and application of Scripture, accepting and responding to God's unconditional love and involvement in supportive relationships. Do any of them seem new to you? Which ones are you involved in now or have been in the past? What have been your experiences with these habits?
  
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 servant leadership as modeled by 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 on a daily basis?
  
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 servant leadership as modeled by 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 the 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 HABITS 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 Commitment form that I have distributed to you. (NOTE: The Commitment 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 HABITS of a Great Leader* study guide.

*The HABITS of a Great Leader*  
**The Habits in Preparing to Lead**

**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 HABITS of a Great Leader* study by signing the commitment 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 ...** During this week, we had the opportunity to review all five habits as they pertain to leadership specifically. As you did the assignment for Day 1 beginning on page 9, what new thing did you learn about solitude and how important it is for leadership?
9. **Say ...** Several times we've come across the Who are you and Whose are you questions. What do the authors suggest is the purpose for solitude in determining the responses to those questions and do you agree? Why or why not?
10. **Ask ...** Did you schedule time for solitude this week? If yes, please share with the group what you learned from the experience. If not, try to find some time in the next week to experience it. It takes time and practice to do it well but, as a novice, practice makes perfect!
11. **Say ...** On page 13 the first sentence in the first paragraph says, "If solitude is the most elusive of the habits for us to develop, prayer is the one that requires the most unlearning and revision of old habits and patterns." Turn to your neighbor on your right and discuss why prayer requires the most unlearning and revision of old habits and patterns.
12. **Ask ...** What are some changes to our prayer life that would enhance it? What revisions need to be made?
13. **Say ...** Turn to page 15 and let's read the Quote of the Day together. Now, in groups of three discuss your reaction to the quote. Why is it often easier to see the Word rather than to see Him?
14. **Say ...** In the Look Inside on page 17, it uses three words – studying, meditating and applying – in reference to God's Word. What is the difference? Which one is the most difficult? What are the benefits of Scripture in setting vision?

15. **Ask ...** When it comes to accepting and responding to God's unconditional love, what is the value of gratitude? What are some of things for which you are grateful? Do creature comforts hit the top of the list in the beginning? Is gratitude for your benefit or God's? Explain your response.
16. **Say ...** On Page 21 at the bottom of the page you were asked to list people who are an encouragement to you. What are the characteristics of a person of encouragement? How do you feel when you've been around them? To whom are you an encouragement?

**Closing (5 minutes)**

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

*The HABITS of a Great Leader*  
**The Habits in Making Important Decisions**

**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 ...** During week 2, we focused on the habits of Jesus as they pertain to making important decisions. Turn to your neighbor on the left and recite your memory verse to each other. Once that is done, discuss with your neighbor what trusting in the Lord with all your heart might look like.
7. **Say ...** On page 28 in Today's Topic the first sentence says, "Your inner life is in alignment with something – even if that something is a tangled mass of conflicting values." If you've studied *The HEAD of a Great Leader*, you will have spent some time considering your values and why they are so important. Since life is about value conflict, what you believe determines how you act. In what ways does your inner life intersect with your values? What are your values – the nonnegotiables in your life?
8. **Say ...** On page 29 in A Point to Ponder, the quote by J.K. Maclean says, "If our petitions are in accordance with His will ..." What does "in accordance with His will" mean to you? Why is it an important concept in alignment?
9. **Say ...** Turn to page 30 in your workbook and listen as I read What God's Word Says – *And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ* (Philippians 1:9-10). In the Pause and Reflect below this verse it references the *so that* clause and its result – *to discern what is best and to be pure and blameless until the day of Christ*. **Ask ...** What would be the benefit if, in making decisions, we knew what was best? That possibility is a reality!
10. **Say ...** Danish philosopher, Soren Kierkegaard, spoke truth when he said on page 33 in The Quote of the Day – "When you read God's Word, you must constantly be saying to yourself, 'It is talking to me and about me.'" **Ask ...** Describe the last time you heard God speak to you specifically from His Word and what you learned about yourself and God through this experience.
11. **Say ...** God's Word is intended to be *a double-edge sword that judges the thoughts and attitudes of the heart* but it is intended for personal application not for using it to club someone else on the

head. It is often easier to see the faults of others as we read and want to share our “insight” with them. The authors suggest that a question we should be asking is where we do **not** see ourselves in God’s Word. If you identified any personal blind spots this week, will you share them?

12. **Ask ...** What does courage have to do with God’s unconditional love? Give an example when it took courage to live out loving someone unconditionally.
13. **Ask ...** What are some fears that can keep us from loving others unconditionally in our personal, one-on-one, family/team and organizational responsibilities? Are they the same fears in each one or do they change from family to organization?
14. **Say ...** Let’s review the What God’s Word section on Day 5 on page 39 – *Plans fail for lack of counsel, but with many advisers they succeed* (Proverbs 15:22). **Ask ...** where do you look for trusted advisers? What are some of the qualifications of a trusted adviser?
15. **Say ...** All of us have blind spots and we need trusted advisers who can walk alongside us to keep us from making wrong or ineffective decisions. Can you identify several people in your own life who help you keep focused on your values and intentions? If not, make a plan to do that this week.

### **Closing (5 minutes)**

16. Remind the group about next week’s meeting and review any hospitality assignments, if appropriate.
17. Invite the group to pray with you while you read aloud Paul’s prayer from Ephesians 3:17-19 that was the What God’s Word Says for Day 4. Use the traditional opening and closing for the prayer.

*Heavenly Father, I pray that each person present will be rooted and established in love and that they may have power, together with all the saints, to grasp how wide and long and high and deep is the love of Christ, and to know this love that surpasses knowledge. In Jesus’ loving name, Amen!*



*The HABITS of a Great Leader*  
**The Habits in Handling Bad News**

**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. **Say ...** Week 3 helped us focus on the importance of the habits when receiving and handling bad news. How do you react to the first two lines in Week Three Introduction on page 43? – Bad news is inevitable. And useful. **Ask ...** In what ways have you found bad news to be useful? In what ways are we more than conquerors in Christ?
7. **Say ...** Jesus was not immune to bad news. **Ask ...** What was His response? Have you had time to practice solitude yet? Try to schedule it in this week? Remember, practice makes perfect!
8. **Say ...** In Pause and Reflect on page 49, we read the quote by J.H. Evans, "Dealing in generalities is the death of prayer." Turn to your neighbor on your left and discuss this statement. Tell what it means to you generally and specifically. When you are done, please recite your memory verse for the week.
9. **Say ...** Turn to page 49 and listen as I read Philippians 4:6 from What God's Word Says – *Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God.* **Ask ...** What are some examples of bad news? As each example is called out, read Philippians 4:6 after it. How difficult is it to not be anxious about some things? How much is everything? Are there exceptions? This verse is written in the imperative tense as a command so the implication is that we are to do this – *do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your request to God.* Then read Philippians 4:7 to the group (this is in your workbook on page 53 (Day 3)) – *And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.* The promise is ours when we obey the command.
10. **Say ...** Understanding and being understood are some of the best feelings. They help us feel accepted and loved and give us peace. Turn to page 53 to the third full paragraph where you will find, "... some things resist understanding. In fact, God has carefully chosen what He reveals to us, how He reveals it and by what timetable." **Ask ...** Do you find this difficult or unfair? What are the reasons God may withhold some information from us? After some discussion, **Say ...** Faith is God's gift to us, enabling us to respond to Him in a way that transcends our understanding.

11. **Say ...** Turn to page 56 in your workbook and **Say ...** I'd like to ask for a volunteer to read the 2 Corinthians 4 passage in bold print from the 2<sup>nd</sup> full paragraph. When the volunteer has finished reading, thank them and then **Say ...** What insight do you gain from this verse in handling bad news? How can this insight be applicable to you the next time you receive bad news?
12. **Say ...** Leadership in the home, office, church and other situations can be a lonely business filled with great amounts of soul draining human interaction but little soul-filling intimacy. **Ask ...** who do you have in your life to whom you can turn for some soul-filling intimacy. This person is one you can call, visit or email at any time and who brings wisdom and comfort into your life.
13. **Say ...** You may sense that we are covering the same ground each week but when you get the heart, head and hands right, you need the habits to keep them that way and moving in the right direction. We believe that repetition, repetition, repetition, is the key to developing the Heart, Head, Hands and Habits of a Jesus-like leader!

### **Closing (5 minutes)**

14. Remind the group about next week's meeting and review any hospitality assignments, if appropriate.
15. 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 HABITS of a Great Leader*  
**The Habits in Dealing with Praise and Recognition**

**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

**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.
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 fourth and final 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 ...** Week 4 found us focusing on The Habits in Dealing with Praise and Recognition and you might have initially thought that was a strange topic. Praise and recognition, while they are good things, can cause the leader to believe his/her press and that causes many leaders to implode.
7. **Say ...** If the key to dealing with praise and recognition is perspective, then where do you find it? The answer – in solitude! Turn to your neighbor on your left and give an example of a time when you were confronted with praise and the impact that it had in your life. After some discussion, recite your memory verse to each other.
8. **Say ...** Turn to page 68 and let's talk about the title for the day – Prayer: Active Surrender. Surrender gives the impression of giving up, an act of defeat. **Ask ...** What does the phrase "Active Surrender" mean to you?
9. **Say ...** Look on page 69 at the quote in the middle of the page – "When the knees are not bent, the feet soon slide." While this is a skiing adage, it has great application for leadership. **Ask ...** What does it say to you in relationship to leadership?
10. **Ask ...** What are some ways in which Jesus' knees were bent? What are some reasons that our knees need to be bent? Remember that family and community are part of leadership as well as organizational.
11. **Say ...** Turn to page 73 to the Next Steps. **Ask ...** What does the phrase "unconscious competency" mean to you?
12. **Ask ...** What are some verses that you highlighted on the bottom of page 73 that you will memorize to help you when you receive praise and recognition?
13. **Say ...** Turn to page 75 to the 4<sup>th</sup> paragraph under Today's Topic. The third sentence says, "His love – the foundation for our identity and future – is not dependent on our performance. It brings confidence to our performance ..." **Ask ...** In what ways would you live your life if you really

believed that His love is not dependent on anything we do or say? **Say ...** We can walk through the world in complete confidence knowing that we are unconditionally loved. Invite participants to turn to page 74, What God’s Word says and read Philippians 1:6 together.

14. **Say ...** As we conclude our time together, our last topic is about accountability. We often think of accountability as being a necessary ingredient during times of trouble or failure. However, the value of having trusted truth tellers in your life cannot be overemphasized. Truth tellers should be high on your life of trusted strategic resources.
15. **Say ...** Let’s review your comments on page 81 and talk about what you have learned over the last month. What is one new thing that you have learned about the importance of the *Habits* in everyday life? What phrase or Scripture had the greatest impact on you this last month?

### **Closing (5 minutes)**

16. 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 HANDS of a Great Leader* – all 4-week group studies available from our online store at [www.LeadLikeJesus.com](http://www.LeadLikeJesus.com).
17. Close the final session with a word of prayer by asking everyone to turn to page 5 in their workbook and to use Psalm 46:10 as the closing prayer in the manner indicated on the page

*Be still and know that I am God*

*Be still and know that I am*

*Be still and know*

*Be still*

*Be*

*Amen!*