

SEVENTH-DAY ADVENTIST CHURCH
INTER-AMERICAN DIVISION

**LEADERSHIP
DEVELOPMENT**
2016 - 2020



LEADERSHIP DEVELOPMENT PROGRAM FOR EMERGING AND CURRENT LEADERS AND ADMINISTRATORS



GENERAL INFORMATION

Seminar location:	As determined by each Union administration
Seminar time/day:	To be determines
Credits offered:	3 continuing education credits per seminar (1 hour for the presentation and two hours of assigned activity before or after the presentation)

INSTRUCTORS

Instructors:	Israel Leito, Elie Henry, Filiberto Verduzco, Balvin B. Braham and Guest Presenters
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Office location:	8100 SW 107 Avenue, Miami Florida, 33183
Office hours:	8:00am – 5:50pm Monday – Thursday each week

PROGRAM DESCRIPTION

This leadership development program is an investment in the organization's legacy for the fulfillment of its mission. It is intended to provide an understanding of the organization's policies, strategies, culture, and best practices and to prepare servant leaders who model the principles and practices of Christ's leadership. The apostle Paul counsels; "Follow my example, as I follow the example of Christ" 1 Corinthians 11:1. It is concerned with equipping the current and emerging leaders to embrace and foster the Seventh-day Adventist tradition.

Prerequisite: There is no required perquisite for this leadership development program

COURSE OBJECTIVES

To achieve mastery of the content of each seminar, at the conclusion, participants will be able to develop relevant knowledge, skills and attitude proficiencies to function effectively in their assigned leadership roles.

Knowledge:

This is the theoretical and practical facts and/or information acquired through the face-to-face or virtual learning processes. This requires deliberate time, patience, dedication, interest and initiative taken to access information through the prescribed readings, lectures and assigned activities.

The participants will be able to:

1. Determine biblical/theological principles of leadership and relate them to guiding principles applicable for leading within their organization.
2. Develop theoretical knowledge appropriate to fulfill the specific functions for which they have been employed.
3. Acquire information on how to collaborate with their colleagues to execute required tasks to fulfill the mission of the organization.
4. Learn best practices to execute their leadership functions within the organization.
5. Compare and contrast systems thinking applicable to their employing organization.

Skills:

This is the proficiency, art, and technique that the participants develop in order to effectively perform leadership functions. The acquisition of skills requires persistent performance of assigned individual and group activities within designated time period.

The participants will be able to:

1. Use their improve leadership competencies and skills to fulfill their elected and assigned responsibilities.
2. Perform their leadership functions in collaboration with other members of the leadership team of the organization where necessary.
3. Access and explain organizational policies relevant for fulfilling their responsibilities within the organization.
4. Conduct effective training program relative to their assigned leadership functions.

Attitude:

This is the behavior exuded, habits developed and angle of approach demonstrated towards the execution of leadership functions. (In spite of the levels of knowledge and skills that the student possesses, the effective execution of leadership functions is dependent upon attitude).

At the conclusion of this program, participants will be able to:

1. Demonstrate desirable leadership practices in the execution of their leadership functions.
2. Support the leadership team of their fields
3. Exemplify credible behavior that will enhance trustworthiness as the response of followers to their leadership.
4. Personify servant leadership modeled after Christ.

PROGRAM MATERIALS

Recommended 1:

1. Allen, S. J., & Kusy, M. (2011). *The little book of leadership development: 50 ways to bring out the leader in every employee*. New York: American Management Association.
2. Barentsen, J. (2011). *Emerging leadership in the Pauline mission: A social identity Perspective on local leadership development in Corinth and Ephesus*. Eugene, OR. Wipf and Stock Publishers.
3. Inter-American Division Working Policy
4. Northouse, P. G. (2007). *Leadership: Theory and practice*. Thousand Oaks, CA. Sage Publications.
5. Roberts Rules of Order
6. *Reading Financial Reports for Dummies*.
7. Tutsch, C. (2008). *Ellen White on leadership: Guidance for those who influence others*. Idaho, US. Pacific Press Publishing Association Nampa, USA.
8. Ulrich, D. (2004). *Best practices in leadership development and organization change: How the best companies ensure meaningful change and sustainable leadership*. San Francisco, Calif: Jossey-Bass.
9. Van Velsor, E., McCauley, C. D., Ruderman, M. N., & Center for Creative Leadership. (2010). *The Center for Creative Leadership handbook of leadership development* (3rd ed.). San Francisco: Jossey-Bass. (484 pages).

Recommended 2:

1. **Reflective Reading:** Read the recommend chapters in books relevant to the specific area of leadership assignment and submit assignments as directed.
2. Participate in the face-to-face lectures
3. Fulfill group activity assignment
4. Complete practical assignments and projects based on specific instructions.

Book/Chapter reviews should conform to the following standard:

<i>Description</i>	Grade range- 90-100% Exceptional	Grade range-80-89% Proficient	Grade Range < 80% Emerging
<i>Focus: author's thesis; book/chapter content</i>	Clearly communicate the author's main idea and succinctly summarize the content at a high level.	Adequately communicate the author's thesis and summarize the content of the book/chapter	Does not clearly communicate the author's thesis and/or summarize the content of the book/chapter
<i>Critique: evaluation on behalf of the leadership of the Church organization; Includes specific language about strengths and weaknesses; not a personal reaction</i>	Interacts with and critique the author's ideas on behalf of the leadership of the organization at a high level.	Adequately critiques the author's ideas on behalf of the leadership of the organization	Does not offer a helpful critique, and/or does not critique on behalf of the leadership of the organization and/or too much personal reviewer bias
<i>Application: applied aspect</i>	Shares clear and	Adequately applies the	Does not sufficiently

<i>for church leadership; not limited to reviewer's personal context</i>	practical application of the author's ideas for Church leadership	author's ideas for Church leadership	apply the author's ideas for Church leadership, and/or application limited to reviewer's personal context
Recommendation: <i>to read this book/chapter or not, and why</i>	Clearly and strongly recommends whether to read the book/chapter, including a summary of reasons why	Adequately recommends whether to read the book/chapter, including a summary of reasons why	Does not strongly recommend whether to read the book/chapter and/or include reasons why
<p>Note: "Author" refers to the writer of the book/chapter; "reviewer" refers to the participant or organizational leader who reviews the book/chapter.</p> <p>If appropriate, some information about the author might be included: Who is he/she? Why the book/chapter is written? Any information about what makes the author an authority on the subject of the book/chapter will be helpful, especially if the author is relatively unknown.</p> <p>Things that should <i>not</i> be in a review:</p> <ul style="list-style-type: none"> ❖ Rants about negative or positive aspects of the book/chapter. ❖ Expressions of personal prejudices: "I like or I do not like ..." 			

REVISION STATEMENT

The Division reserves the right to revise the program outline for the benefit of the learning process with appropriate notification to the participants.

**TOPICS AND ASSIGNMENTS
TO BE COVERED IN THIS LEADERSHIP DEVELOPMENT PROGRAM**

Date	Presenter	Seminar Topic	Assignment and Presentation Style
		Ethical Leadership	
		Principal Responsibilities of the President	Lecture and group activity

		Principal Responsibilities of the Secretary	
		Principal Responsibilities of the Treasurer	
		The Executive Officers Team Leadership	Lecture and group activity
		Thinking Strategically	
		Leading by Biblical Standard	
		The Departmental Leaders as Members of the Team	
		Jesus the Model Leader	
		Understanding Financial Statements	
		Keeping Stakeholders in the Loop	
		Conducting Effective Meetings	
		How to Develop and Present Effective Reports	
		Understanding and Applying Organizational Policies	
		Providing a People Centered Ministry	
		Power and Politics in Organizational Leadership	
		Leadership and Team Development	
		Ministering and Managing Cross-Culturally	
		Legal Issues and Conflict Resolution	
		Strategic Planning	
		Human Resource Development	
		Leading Change	

ASSESSMENT

Continuing Education Credits Definitions:

For a participant to receive 3 units of continuing education credits for a seminar, the participant is expected to be in the face-to-face seminar for at least one hour and complete two hours of required work outside of the face-to-face seminar within a prescribed period of time.

Face-to-Face Time Instruction

- Lectures/Discussion/Group Activities: 60 minutes

Assignments Outside of Face-to-Face Time Instruction

- Pre-work: 60 minutes
- Post-work: 60 minutes

Criteria for Assessment (Presenters may modify this rubric as necessary)

- | | |
|---------------------------------------|-------------------|
| • Pre-Intensive Reading | 25 Points |
| • During the Face-to-Face Instruction | 25 points |
| • Post Face-to-Face Instruction | 25 Points |
| • Seminar attendance | 25 |
| Total: | 100 Points |

POLICIES OF THE LEADERSHIP DEVELOPMENT PROGRAM

Seating in the Face-to-Face Instructions

In order to facilitate learning everyone is asked to select and the same seat in the face-to-face instructions until instructed otherwise.

Disability Accommodations

Participants who have any disability should indicate to the presenter in advance so that arrangements can be made to cater to their needs as best as possible.

Late Assignment Submission

Participants who will not be able to submit their assignments according to schedule must make arrangement with the presenter for an acknowledgement of their reality.

Tests

If tests are required to be taken by participants in any of the seminars to fulfill the requirements for satisfactory completion, the presenter will clearly define the protocol involved in the issuing and taking of such tests. The participants are all expected to comply. They can dialogue with the presenter in order to arrange for an accommodation if necessary.

Seminar Attendance

Regular attendance at all face-to-face seminars is required for each participant. Presenters are expected to keep regular attendance records. The participants should control telephone and Internet use during the face-to-face presentations in order not to be distracted in the seminar or to be a distraction to others.

Participants are expected to attend all the face-to-face sessions and to participate in all group assigned activities in order to achieve maximum benefit from the program.

Absences

Whenever a participant misses 20% or more of a seminar based on the number of minutes of the duration of the seminar, the presenter will not be able to record the participant as having taken the seminar. In such case, the individual will not qualify to receive any credit for that seminar.

Informal Leadership Training Integrity

In harmony with the mission statement of the leadership program of the Division, participants must demonstrate the ability to think clearly for themselves and exhibit personal and moral integrity in every sphere of life. Thus, participants are expected to display honesty in all areas of this informal leadership development program.

Language

The presenters will present the seminars in the language of their competence. However, in cases where there are participants who are not able to comprehend in the language of the presenters, adequate provision will be made for translation.
