

An eight-week study for leadership teams



# DISCUSSION GUIDE

Study

Eight Keys to Building Influence Be Trustworthy

**Assess:** What does trustworthy leadership look like to you?

### **Insights and Ideas**

t doesn't take a rocket scientist to figure out the value of trustworthiness when it comes to building influence. After all, why would a person follow somebody they don't trust?

The apostle Paul said, "Now it is required that those who have been given a trust must prove faithful" (1 Corinthians 4:2). And Proverbs 13:17 says, "A wicked messenger falls into trouble, but a trustworthy envoy brings healing." As the old saying goes, "People don't listen to you speak; they watch your feet."

In his book, *The Speed of Trust*, Stephen Covey describes the economics of trust when he says, "Trust always affects two outcomes — <u>speed</u> and <u>cost</u>." When somebody doesn't trust you, it will reduce your *speed*. You'll spend more time trying to get people on board, ultimately delaying — or permanently derailing — an entire project. When you're untrustworthy, it will also *cost* you. It will cost you energy, money, credibility and forward movement toward your vision.

When you have trust, things are easier and move faster with less resistance. In fact, trust is easy to overlook ... until you no longer have it. Then it's a long, hard, uphill climb to rebuild it. Trust is the hidden <u>multiplier</u>.

Stephen Covey notes that most leaders operate by a misguided formula:  $S \times E = R$  (Strategy times Execution equals Results). But there's a hidden variable in this formula: trust. Without it, results will be marginal at best. Covey observes that the formula should look like this: ( $S \times E$ )T = R ([Strategy times Execution] multiplied by Trust equals Results). That's how you build influence.

So, how do you build the hidden variable of trust? Here are four keys to get you started:

**1**. <u>Character</u>. More than anything, how you behave will tell people whether they can trust you. Does your character reflect the fruit of the Spirit (Galatians 5:22–23)? Are you the same person in private as you are in public?

**2.** <u>Communication</u>. Failure to communicate usually leads people to jump to conclusions, second-guess intentions, and fill in the gaps with misinformed assumptions. Good communication keeps trust gaps from forming.

**3.** <u>**Compassion.**</u> When people feel noticed and cared for by their leader, they will always trust him or her more.

**4.** <u>**Consistency.**</u> Anybody can do anything right *once*, but trustworthy people have learned to live with character, communicate, and show compassion *consistently*. When the desired quality is delivered consistently over time, trust naturally grows.

Again, trust is the hidden multiplier. You feel its effects when you need it the most, or when it's no longer present.

### **Reflect and Discuss**

What does it look like to "prove faithful" when you've been entrusted with responsibility?
How have you found trust to be the hidden multiplier?

3. In what ways could a lack of trust increase your costs and reduce your speed in ministry?

### Apply

Reflect on the four keys to building trust, and give yourself a score from 1 to 10 (10 being the best). Where's your greatest strength? How do you need to improve? Identify one clear next step to increase your trustworthiness, and ask a trustworthy friend to hold you accountable.



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### TEAM GUIDE

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Study

Eight Keys to Building Influence

# Be a Listener

Team Review: What step did you take since our last session to become more trustworthy?

**Assess:** Are you a better listener or talker? Why?

### Insights and Ideas

ost of us didn't take a class in school on how to listen. We might have taken a speech class, a debate class, a preaching class or a communications class, but listening didn't make it into most of our degree plans.

When it comes to building influence, listening is indispensable. Think about it. Do the people who have the greatest influence with you *talk at you* or *listen to you*? Do they weigh your opinions or cut you off before you can share them? Do they welcome your perspective or act like a bulldozer?

As leaders, our mind is often three steps ahead of the conversation we're having. But our influence will naturally grow if we'll slow down, listen to others and make them *feel heard*.

Listening is like a metal detector scanning the sands of a beach. It helps you uncover what's hidden beneath the surface of the heart and mind. As John Maxwell observed, "Before a leader can touch a person's heart, he has to know what's in it. He learns that by listening." Listening builds influence (and prevents its depletion) in three ways.

**1. Listening reveals and expands your <u>wisdom</u>.** By assuming the posture of a listener, you reveal something about yourself — you're secure, humble, wise and teachable. Furthermore, listening *expands* your wisdom by putting you in a position to learn something new. Proverbs 19:20 says, "Listen to advice and accept discipline, and at the end you will be counted among the wise.

**2.** Listening <u>prevents</u> "foot in mouth" scenarios. We've all done it, and we've all regretted it. Proverbs 18:13 says, "To answer before listening — that is folly and shame." When you listen, you keep yourself from digging holes that deplete your influence.

**3. Listening keeps unhealthy <u>emotions</u> in check.** In James 1, we see the risky outcome of too much talking: anger. James said, "My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, because human anger does not produce the righteousness that God desires" (James 1:19–20).

By listening more than talking, we establish a healthy boundary that keeps our emotions in check and prevents us from sabotaging our influence.

Listening requires practice and patience, but when we discipline ourselves to listen with our <u>ears</u>, our <u>eves</u> and our <u>body</u> language, we increase our influence with others.

#### **Reflect and Discuss**

1. Can you share a time when your failure to listen hurt your influence?

- 2. How has listening expanded your wisdom and increased your influence?
- 3. What does it look like to listen with your ears, eyes and body language?

### Apply

Take a few minutes to do a listening audit by asking three questions:

- Has anyone ever told you that you don't listen?
- How often are you thinking about what you're going to say while the other person is talking?
- In what scenarios are you least likely to listen?

Use your answers to these questions to craft a plan to improve your listening skills. How can you monitor your progress toward becoming a better listener?



Eight Keys to Building Influence **Be a Listener** 

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Study

### Eight Keys to Building Influence

# Be a Learner

**Team Review:** What did your "listening audit" reveal, and what changes are you making to improve your listening?

ASSESS: How does learning grow your level of influence?

### **Insights and Ideas**

A uthor James Allen once said, "People are anxious to improve their circumstances but are unwilling to improve themselves; they therefore remain bound."

How often have you found that to be true? People complain about what is but don't close the growth gap between who they are and who they need to become for things to change. As author Eric Hoffer once observed, "In times of change, <u>learners</u> inherit the earth, while the <u>learned</u> find themselves beautifully equipped to deal with a world that no longer exists."

A lack of learning keeps us bound to the past — and diminishes our influence because people no longer find us relevant. When you cap your growth, you simultaneously cap your influence. To add value to others, you must first add value to yourself.

Jesus modeled personal growth better than anyone. Luke 2:52 says, "And Jesus grew in wisdom and stature, and in favor with God and man." If the Son of God was committed to growth, how much more do we need to intentionally invest in our growth?

When Zig Ziglar was alive, he used to talk about "the automobile university." While serving as a visiting scholar at the University of Southern California for two years, Ziglar learned of a study indicating the growth potential you can realize while driving. USC discovered that people living in a metropolitan area who drive a minimum of 12,000 miles per year could acquire the equivalent of two years of college education in just three years, simply by turning their car into an educational environment. With podcasts, audio books and other resources available in abundance, there's no reason our drive time can't be turned into growth time.

Other research suggests it takes an average of 2.7 hours of practice per day (over a 10-year period) to develop the highest levels of expertise in a subject. That's roughly 10,000 hours of practice. But it's worth it.

As your <u>expertise</u> grows, so will your <u>influence</u>. As your <u>growth</u> expands, so will the <u>opportunities</u> to make a greater impact in your church, community and world. Learning deepens the reservoir from which you can add value to others.

### **Reflect and Discuss**

- 1. How has learning increased your influence with others?
- 2. What connection do you see between your growth in a particular area and your level of influence in that same area?
- 3. In what area of life do you need to become a more avid learner?

### Apply

Create a personal growth plan for the area of your life where you need to grow your influence. Perhaps you need to sharpen your influence at work, or with a particular team or department. Maybe your influence is hurting at home because you've let life become too busy. Pick one area in which you need to grow, and give it concentrated focus for the next 30 days. Monitor your progress, cultivate relationships, and invest in your development. After 30 days, evaluate your progress, welcome input, and determine what your next steps should look like.



Eight Keys to Building Influence

# Be a Learner

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Study

Eight Keys to Building Influence Be a Servant-Leader

**Team Review:** What area of growth did you determine to pursue after the last session, and what does your growth plan for improvement look like?

ASSESS: How would you describe a servant-leader?

#### **Insights and Ideas**

n his book, *The Five Levels of Leadership*, John Maxwell tells the story of George Washington, during the American Revolutionary War, riding up to a group of soldiers as they tried to raise a beam to a high position. The corporal overseeing the work kept shouting words of "encouragement," but the soldiers couldn't manage to accomplish the task.

After watching their struggle, Washington asked the corporal why he wasn't helping. The corporal replied, "Do you realize that I am the corporal?"

Washington politely replied, "I beg your pardon, Mr. Corporal, I did."

Then Washington dismounted his horse and worked alongside the soldiers until the beam was securely in place. Then he turned to the corporal, wiped the perspiration from his face, and said, "If you should need help again, call on Washington, your commander in chief, and I will come."

Servant leadership is more than a catchy phrase or a spiritual-sounding approach to leadership. It's how Jesus called us to lead. In Matthew 20:25–28, Jesus said to His disciples, "You know that the rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave — just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."

We don't lead like servants so that we can build our influence. Increasing the level of our influence is not the <u>motive</u> behind servant-leadership ... it just tends to be the natural <u>byproduct</u>. When we lead by serving and serve by leading, people usually respond with gratitude, loyalty and a desire to do their best.

Being a servant is <u>who</u> you are, not <u>what</u> you do. People don't say, "That person does servant-like acts." They say, "That person is a servant." It describes the attitude you've taken toward life.

The next time you're tempted to stay in your ivory tower and shout your encouragement from the comfort of your office chair, remember Washington — dismount and serve. Above all, embrace Jesus' words: "whoever wants to become great among you must be your servant."

#### **Reflect and Discuss**

- 1. Who is the greatest servant-leader you know? What makes him or her such a good leader?
- 2. What sets servant-leadership apart from many of the leadership models espoused in our world today?
- 3. What would it look to like to apply servant-leadership in each ministry of our church?

#### Apply

Take a few minutes to read about Jesus' example of, and teaching on, servant-leadership in Matthew 20:20–28; Matthew 23:1–12; and John 13:1–17. From these passages, create a list of the qualities that mark servant-leaders. Which of these qualities do you need to cultivate more intentionally in your life? Spend some time praying over your list and asking God to form these qualities in your life and leadership. Then, look for practical ways to apply them as you lead in the areas God has called you to serve.



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Study

Eight Keys to Building Influence

# **Develop People**

Team Review: What was your greatest takeaway from your study on servant-leadership?

**Assess:** How does developing people increase your influence as a leader?

### Insights and Ideas

n his letter to the church in Ephesus, the apostle Paul gave leaders a mandate that defines the priority of our leadership. "So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ" (Ephesians 4:11–13).

Paul's words capture the essence of developing people. We are called to equip. We are called to invest in others, helping them grow and mature into the people God has called them to be. So, what does it look like to "develop people"? Author and leadership coach Shawn Lovejoy challenges leaders to use two strategies.

**1.** *Proximity.* Developing leaders requires proximity. Yes, you can give them books, send them to conferences and teach them lessons, but the deepest leadership growth will happen when you're sitting across the table one-on-one. Proximity allows you to personally speak into the lives of others. Proximity helps you confront, coach and encourage with greater impact. Proximity increases your influence because it's personal, private and human. In a world where it's easy to hide behind our technology, embrace proximity again. Get around your leaders, one-on-one. Read a book together, and debrief what you are learning. Encourage, pray with and challenge your team members face-to-face.

**2.** <u>Consistency</u>. What makes proximity most powerful is when it's done consistently. What would happen if you met with your top three to five leaders, one-on-one, every 30 days? How would this change the impact you're having in and through their lives? How would this take your ministry to a new level of impact? A one-time leadership dump is not enough. Your closest leaders need consistent deposits of coaching and encouragement.

Author Tim Elmore said, "More time with fewer people equals greater Kingdom impact." This is not how we like to think about leadership. We want to mass-produce leaders. We want to manufacture leaders like books, iPhones and automobiles. But leaders aren't made that way. They require proximity and consistency.

As you develop people through proximity and consistency, your influence and impact will continue to grow. People are most grateful for those who invest in them the most. Your investment will make an eternal impact.

#### **Reflect and Discuss**

- 1. Who invested in you to help you become the leader you are today? What did that person do to help you grow?
- 2. What would proximity and consistency look like for you in your ministry?
- 3. How does the statement, "More time with fewer people equals greater Kingdom impact" challenge you?

### Apply

Make a list of each member of your leadership team. Create a "proximity and consistency" plan to begin intentionally developing these leaders. Include in your plan any resources, coaching questions or tools that would prove beneficial based on the leaders' needs and responsibilities.



Eight Keys to Building Influence

Assess: How does developing people increase your influence as a leader?

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ" (Ephesians 4:11–13).

### Two Strategies to Develop People:



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Eight Keys to Building Influence

# **Solve Problems**

**Team Review:** How have you started practicing the "proximity and consistency" principle to develop people?

ASSESS: What problems are currently going unsolved in your ministry or church?

### Insights and Ideas

obody likes to live with a problem, and yet problems present opportunities to make the world better. That's exactly what happened to Nehemiah. When he discovered the dilapidated conditions of Jerusalem, Nehemiah returned to Jerusalem to rebuild the wall. After a careful assessment of the city's condition, he assembled a team to solve the problem once and for all.

Nehemiah said, "You see the trouble we are in: Jerusalem lies in ruins, and its gates have been burned with fire. Come, let us rebuild the wall of Jerusalem, and we will no longer be in disgrace" (Nehemiah 2:17). Then verse 18 says, "I also told them about the gracious hand of my God on me and what the king had said to me. They replied, 'Let us start rebuilding.' So they began this good work."

Nehemiah's bold move was quickly followed by ridicule when Sanballat, Tobiah and Geshem heard about his efforts. But Nehemiah's response was clear: "The God of heaven will give us success. We his servants will start rebuilding, but as for you, you have no share in Jerusalem or any claim or historic right to it" (Nehemiah 2:20).

Nothing would deter or distract Nehemiah, and in only 52 days the wall was complete (Nehemiah 6:15). Problem solved. Nehemiah's influence was up and to the right. The same happens for us when we solve problems, especially problems nobody else is willing to touch.

The <u>motive</u> of problem-solving isn't to grow the level of our influence. Instead, increased influence is the <u>reward</u> followers give to leaders who make their lives better. At first, people may call you crazy, but when things change for the better, the leader is suddenly seen in a new light. Nehemiah's story gives us three keys to successful problem-solving.

**1**. Be <u>clear</u> about the real problem. Nehemiah gained clarity from his brother Hanani, as well as from his own personal inspection of the wall. You can't solve a problem that's not clear in your own mind.

**2.** Have the right <u>permission</u> and <u>resources</u> to solve the problem. Nehemiah had the king's favor and resources to begin this endeavor. Sometimes you only need one key influencer on your side to take a major step forward.

**3.** Appeal to the <u>heart</u>, and mobilize a team with a <u>vision</u>. Nehemiah appealed to the people on an emotional level, inspiring them to envision a future where they no longer lived in disgrace.

### **Reflect and Discuss**

- 1. When has your influence grown because you solved a difficult problem?
- 2. How can a leader keep his or her motives pure when solving a problem?
- 3. Which of the three strategies that Nehemiah used to solve a problem challenges you the most? Why?

### Apply

What can you do to make life better for the people God has called you to lead? Develop a plan to solve *that* problem, and be sure your motive for solving it is honoring to the Lord. Focus on doing your best, and leave the "influence" results to the Lord. Let Nehemiah's problem-solving framework guide you in the process.



Eight Keys to Building Influence Solve Problems

Assess: What problems are currently going unsolved in your ministry or church?

"You see the trouble we are in: Jerusalem lies in ruins, and its gates have been burned with fire. Come, let us rebuild the wall of Jerusalem, and we will no longer be in disgrace" (Nehemiah 2:17).

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# Eight Keys to Building Influence

**Team Review:** How have you started making life better for others by solving problems for the people you lead?

**Assess:** What would it look like for you to do ministry in your current setting at a higher level of excellence?

### **Insights and Ideas**

verybody loves superior customer service. There's nothing like being pleasantly surprised by over-the-top service when you least expect it. Whether it's at your favorite store, restaurant or vacation spot, there's something special about receiving a first-class customer experience.

What happens when you get remarkable service? You tell your friends. You share the story and recommend the product or service. Most importantly, you return again, and again, and again. You're a loyal customer, and for good reason.

What would happen if we approached our ministries with the same attitude? What would happen if we *over-delivered* on the quality of service we provide to the people God has called us to lead? Lives would be changed. Communities would be impacted. Families would be ministered to. And again, the *byproduct* would be an increase in influence. Your church's influence in the community would grow, and its impact would multiply.

Believe it or not, God has called us to over-deliver ... to go above and beyond the mediocre expectations that so often exist in our world. Colossians 3:23–24 says, "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

To over-deliver, Disney espouses the idea of establishing service standards for the customer service experience. Here are four service standards that could make a powerful difference if every volunteer in your church embraced them:

**1.** *Friendly*. Train your volunteers to be friendly and hospitable. People don't want to feel like distractions to your volunteers. They want to feel acknowledged, cared for and welcomed.

**2.** <u>Knowledgeable</u>. It's frustrating to have a question that nobody can answer. Give your volunteers the tools and responses to answer your guests' most common questions.

**3. Problem-solving.** If a guest has a problem, volunteers should be proactive about finding a solution. "I don't know," or, "I wish I could help," or a blank, paralyzed stare is not an appropriate response to a guest in need of help. Train your volunteers to respond to the needs of the people visiting your church.

**4.** <u>Efficient</u>. Finally, help your team understand how to be friendly, knowledgeable and problem-solving in an efficient manner. This will become especially important as the church grows larger.

Again, what happens when you *over-deliver* with this kind of service? The church's influence in your community grows. More lives are impacted by the hope of the gospel.

### **Reflect and Discuss**

1. What's the best customer service experience you've ever had?

2. What are some practical ways your church, leaders and team can over-deliver?

3. Which of the four service standards is your church's biggest strength? Weakness?

### Apply

Develop an "over-deliver" plan by defining your own service standards, and then train your volunteers to deliver them with excellence. Provide practical examples of what your service standards look like, and help people live them out each week as they serve in ministry.



Eight Keys to Building Influence

**Assess:** What would it look like for you to do ministry in your current setting at a higher level of excellence?

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### Four Service Standards to Help Volunteers Over-Deliver:



### Apply

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Study

Eight Keys to Building Influence

# Act Courageously

**Team Review:** What service standards did you establish for your volunteers? When will you train your team in these standards?

**Assess:** Why is courage so essential in leadership?

### Insights and Ideas

experience in which you really stop to look fear in the face."

Anytime you do something new, waves of fear will assault your mind. That's why, and when, you need courage. In fact, unless fear is present, there's no need for courage.

That's what David learned when he encountered the giant Goliath. In 1 Samuel 17:45–47, David said to the Philistine, "You come against me with sword and spear and javelin, but I come against you in the name of the Lord Almighty, the God of the armies of Israel, whom you have defied. This day the Lord will deliver you into my hands, and I'll strike you down and cut off your head. This very day I will give the carcasses of the Philistine army to the birds and the wild animals, and the whole world will know that there is a God in Israel. All those gathered here will know that it is not by sword or spear that the Lord saves; for the battle is the Lord's, and he will give all of you into our hands."

That's a brave declaration, but David wasn't all talk. Verse 48 says, "David ran quickly toward the battle line." That's what leaders do. They run toward the challenge, not away from it. David triumphed that day, and his influence began to grow. Why? Courage!

One act of courage can change your circumstance. One act of courage can shift the momentum. The word *encourage* means to "<u>put courage into</u>." God encourages us by putting courage into our hearts. If you find yourself growing fearful, remember these three things:

**1.** *Fear is <u>normal</u> in leadership.* Again, the leadership landscape is covered with fear. Don't retreat. God has called you for such a time as this.

**2.** God is <u>with us</u> in our fears. God was with David when he faced Goliath, with Moses when he faced Pharaoh, and with Joshua when He called him to cross the Jordan River. And God is with you. Don't be afraid.

**3.** *Take a <u>step</u>. You will never overcome your fears standing still. To overcome fear, take one step. The first step will lead you to each step thereafter.* 

Basketball legend Michael Jordan once said, "I've missed more than 9,000 shots in my career. I've lost 300 games. Twenty-six times I've been trusted to take the winning shot and missed. I've failed over and over again in my life. And that is why I succeed."

Jordan didn't let the missed shots define his destiny. He faced the fear, and took another shot. Don't let fear paralyze you. Act courageously!

### **Reflect and Discuss**

1. What challenges you about David's story of defeating Goliath?

2. What is the biggest fear you've ever faced in leadership?

3. Which of the three steps most encourages you to act courageously?

#### Apply

Every leader faces countless decisions that require courage. What fear do you need to face today? Identify your plan of action to move forward, and then take a courageous first step today.



Eight Keys to Building Influence

**Assess:** Why is courage so essential in leadership?

"You gain courage, strength, and confidence by every experience in which you really stop to look fear in the face." — Eleanor Roosevelt

"You come against me with sword and spear and javelin, but I come against you in the name of the Lord Almighty, the God of the armies of Israel, whom you have defied. This day the Lord will deliver you into my hands, and I'll strike you down and cut off your head. This very day I will give the carcasses of the Philistine army to the birds and the wild animals, and the whole world will know that there is a God in Israel. All those gathered here will know that it is not by sword or spear that the Lord saves; for the battle is the Lord's, and he will give all of you into our hands" (1 Samuel 17:45–47).

"David ran quickly toward the battle line" (1 Samuel 17:48).

One act of courage can change your circumstance. One act of courage can shift the

momentum. The word *encourage* means to "\_\_\_\_\_\_.

God encourages us by putting courage into our hearts.

### **Three Courageous Truths:**

1. Fear is \_\_\_\_\_\_ in leadership.

2. God is \_\_\_\_\_ in our fears.

3. Take a \_\_\_\_\_.

"I've missed more than 9,000 shots in my career. I've lost 300 games. Twenty-six times I've been trusted to take the winning shot and missed. I've failed over and over again in my life. And that is why I succeed." — Michael Jordan

### Apply

Every leader faces countless decisions that require courage. What fear do you need to face today? Identify your plan of action to move forward, and then take a courageous first step today.