If you only come to the class or read the lessons and go home without really trying to change your way of thinking, your habits, your priorities and relationships, it will be difficult for you to rise to that new level of leadership!

We believe that every person – no matter what their education, family history or nationality – has potential to be a leader. We believe this is the potential of the human race.

However, it’s important to understand when we talk about becoming a leader, there are at least five different levels of leadership. Not everyone will rise to the highest level of leadership, but everyone can develop their capacity to rise to a new level of leadership if they want to.

“To go up to the next level of leadership, we must give up something!”

You will not rise to the next level of leadership if you continue to keep doing things as normal. You can’t do everything. To rise to a new level of leadership you must give up something. You give up something to do something new.

You must also learn new skills. In this course we will teach you some of those new skills and new way of thinking. But you must apply them! You must develop them. If you only come to the class or read the lessons and go home without really trying to change your way of thinking, your habits, your priorities and relationships, it will be difficult for you to rise to that new level of leadership!
FIVE LEVELS OF LEADERSHIP: SUMMARY

1. The Capable Person
2. The Group Leader
3. The Manager
4. The Effective Leader
5. The Executive Leader

The “Capable Person” is the lowest level of leader and the “Executive Leader” is the highest level. Everybody must start from the lowest and after many years some people will move to the highest.

In this lesson I want to give you keys to help you move from one level to another.

Level 1: The Capable Person

The first and lowest level of leadership is really not a leader at all. He is a helper or a person who has ability. He may be helper of a group leader or a manager. He may be a helper in an office or work group in a factory or church. He may be a helper in a Planning Group. He is not the leader of the group, but a helper to a group leader or another leader. This is the level where all leaders begin.

- He is faithful and has some ability and is trustworthy and has a good heart.
- He sees what is important for him and his benefit from the group. He likes to help. He feels good about what he’s doing. But the benefit in helping the group is for him.
- He doesn’t yet understand the vision, goals, or strategies of the team.

Here is a key to rising to the next level of leadership:

A. Increase your skills
B. Understand clearly the vision, goals and strategy of the team, department or organization
Level 2: The Group Leader

This is a person who has the responsibility for a team to accomplish a task. It may be an on-going task or a short-term group. He may be a team leader in a factor, or an Event-Planning Team or the leader of a Work Group. But he is the one who leads the team to accomplish their goal.

- This person has developed his ability to plan, organize and relate to people and follow the steps for his group to accomplish their goal.
- This person has people skills, organizational skills, communication skills, reporting skills and knows how to work under authority.

These are skills that all leaders need and they are developed at various levels according to our level of leadership.

- This person knows the vision, goals, priorities and strategies for the team to accomplish its goals. (His manager above him has told him the vision, goals and priorities!)

Level 3: Manager

This level oversees many groups and insures those groups achieve their goals.

**LEVELS:**

1. Faithful helper in a group
2. Group leader
3. Oversees many groups or a department

- This leader has all the skills, experience and understanding of the previous leaders.
- He organizes human and material resources
• He has management skills, knows how to create an organizational structure, lead staff meetings, knows how to work with a team of other leaders and has communication skills.
• He works by goals and priorities
• He knows how to organize his teams according to their work
• He knows how to write job descriptions and do job evaluations
• He has an understanding of the vision and goals and strategies of his department, but perhaps not the entire organization

Level 4: Effective Leader

This level is the owner or director of a business, school, organization or a church.

• This is a high level leader/manager, perhaps the owner of a business or company. He may or may not be the Senior Leader or CEO.
• He knows where the organization is going. He has the skills of the previous leaders. However, he is a leader, not just a manager.
• He delegates most of the daily work to managers and meets with the managers for reporting and strategy.
• He raises up more high-level leaders. He is always looking for potential leaders and gives them opportunity and training.

A leader knows the way and shows the way. A manager does what the leader tells him to do. A leader inspires others to follow. A manager oversees the operation of an organization but doesn’t lead it forward into the future. A leader looks to the future. A manager looks to the details, the numbers, the reports and people.

He knows the vision, the future. He sees the end. He is passionate and knows how to cast a vision and obtain resources.
This is a leader who thinks and plans for the future. He wants to carry his organization or vision into the future generations.

Level 5: Executive Leader

This leader has all the skills of the previous leader, but he delegates most of the work to other managers and leaders. He focuses on what he alone can do.

- This is a leader who thinks and plans for the future. He wants to carry his organization or vision into the future generations.
- He pays attention to new ideas and trends in society and adjusts his strategy to be relevant.
- He prepares his successor.

HOW DO YOU RISE TO THE NEXT LEVEL OF LEADERSHIP?

1. Skills and Activities of the Capable Person
   - Faithful in the small things
   - Sacrifices time
   - Pays attention to his leader
   - Ask questions about “Why…?”
   - Try to understand the vision and goals of the group
   - Find a mentor
   - Read books about leadership and the skills necessary for the next level

2. Skills and Activities of the Group Leader
   - Has skills with people
   - Has skills to organize
   - Has skills to communicate with words and writing
   - Has reporting skills
   - Knows how to work under authority
   - Knows the vision, goals and strategy of his group
   - Ask questions to your supervisor about the vision, goals and strategy of the organization
   - Read books about leadership and the skills necessary for the next level
3. Skills and Activities of the Manager
- Has management skills
- Knows how to create an organizational structure
- Knows how to have effective meetings
- Helps his team leaders and staff increase their capacity
- Knows how to work with upper management and leaders and lower leaders and staff
- Knows how to set goals
- Understands Strategic Planning
- Knows how to write job description
- Knows how to evaluate staff
- Understands the financial system of the organization
- Understands the vision, goals and strategy of the department
- Ask “Why” questions to the next level of leaders to understand the vision, goals and strategy of the entire organization

4. The Effective Leader
- Has a vision, goals and strategy for not only one department, but for the whole organization
- Sees the future of the organization
- Is able to inspire others
- Is able to raise money and recruit other high-level leaders
- Always thinks about the “Big Picture” and future goals of the organization
- Does not get involved too much with the details of the work
- Is able to communicate the vision and goals for the organization to others
- Is able to bring all the departments together with one heart and one vision

5. The Executive Leader
- Thinks not only for the short-term future, but for the long-term future
- Thinks and plans for the next generation
To rise to the next level of leadership we must give up something

To rise to the next level of leadership we must overcome obstacles and excuses

□ Pays attention to new ideas and trends in society and adjust his organization to be relevant
□ He prepares his successor

Summary
1. Everybody has the potential to lead at some level
2. To rise to the next level of leadership we must understand the Five Levels of Leadership
3. To rise to the next level of leadership we must understand the level we are at now
4. To rise to the next level of leadership we must increase our vision and develop our skills
5. To rise to the next level of leadership we must give up something
6. To rise to the next level of leadership we must change – create new thinking, new habits and new skills
7. To rise to the next level of leadership we must know what skills we need for the next level
8. To rise to the next level of leadership we must overcome obstacles and excuses

Questions:
1. What level of leadership are you at now?
2. What skills must you develop to rise to the next level of leader?
3. Who do you know that is at the next level of leadership and can be your mentor?
4. What can you do in the next six months to develop your leadership capacity?
5. Where can you volunteer to gain experience?