

A Sample College Syllabus

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A Sample Syllabus: Leading a Balanced Life & Skillfully Course



This is Course #6 of 6 in the LTI System™
and includes two LTI modules:

The Leader's Balanced Life

&

Leading Skillfully

Overview of the Syllabus Items

This is a sample college syllabus of one of the six college courses in the LTI System™. The course chosen for this sample is Leading a Balanced Life and Skillfully. Each of the six courses are the same in structure and each syllabus contains the same items.

Each Syllabus Contains the following items:

- Course Description** – A brief description of the two LTI modules that make up the course.
- Course Structure** – A brief summary of the structure and flow of the course and activities.
- Required Reading** – The two LTI Learner’s Guides are required for reading. Two additional books will be required as well.
- Course Objectives** – Each of the two LTI modules contain seven sessions and an objective is provided for each session. Thus, 14 course objectives are listed.
- Course Grading** – A breakdown by percentage of the six components that count toward the course grade.
- Course Requirements** – A detailed description of the six components that are required to complete the course.
- Course Schedule** – Six different options are presented for course scheduling. They include:
 - 1) 3 x per week
 - 2) 2 x per week
 - 3) 1 x per week
 - 4) 2 week modular
 - 5) 1 week modular
 - 6) Church-based weekend modular

Leading a Balanced Life & Skillfully Course

3 Credits

Syllabus Items

Course Description:

The Leading a Balanced Life and Skillfully course focuses on two critical areas for maximizing your growth as a Christian leader: 1) Increasing your leadership capacity by developing a balanced life; and 2) Learning to utilize key practices and skills for effective leadership. Each half of the course will be covered in 8 weeks. Thus this course is designed to be covered in a 16 week semester.

The first half of this course, *The Leader's Balanced Life*, addresses the crisis of life out of balance in the lives of most ministry leaders, and how to pursue a balanced life. Students will learn that a balanced life is the result of seeking a well ordered heart, aligning each of the five key life areas with God's word, and then balancing each area in harmony among the others.

The second half of this course, *Leading Skillfully*, provides a toolbox of seven practical skills that enable a ministry leader to lead effectively. The seven skills include building your personal skills, improving your people skills, developing others, resolving conflict, leading with vision, leading strategically, and leading others during change.

Course Structure:

The course structure includes required reading, class lecture and interaction, and small group application. Course reading assignments are to be completed prior to content lectures. Lectures are structured to engage the learner and propel students to recognize and apply leadership lessons in their lives. Small group exercises are designed to facilitate the processing necessary for the course content and personal application. The small group exercises are printed in the LTI Learner's Guide and are to be done in groups with four-five students.

Course requirements will include the completion of the following items:

- 1) Reading log for the LTI material.
- 2) Two book reviews.
- 3) Two personal response papers.
- 4) Two take-home exams.
- 5) Two presentations to your small group.
- 6) Class attendance and participation.

Required Reading:

The Leader's Balanced Life - Learner's Guide from LTI

Leading Skillfully - Learner's Guide from LTI

**Making Room for Life* by Randy Frazee for *The Leader's Balanced Life*

**Visioneering: God's Blueprint for Developing and Maintaining Personal Vision* by Andy Stanley for *Leading Skillfully*

Note: For each book highlighted with an asterisk, the Institution may choose to substitute with a resource of their choosing. The student will be required to write a book review on each book selected by the institution. Each LTI Instructor's Guide contains a list of suggested books related to the topic.

Course Objectives:

The Leader's Balanced Life

- Objective 1: Develop the resources needed to become aligned within and balanced among the five areas for a balanced life.
- Objective 2: Identify and apply the Biblical ways to care for self in spirit, soul, and body.
- Objective 3: Understand and develop ways to nurture the family and impart spirituality in the home in order to have a healthy family life.
- Objective 4: Demonstrate integrity and accountability in relationships as well as the aspects needed to preserve and mend relationships.
- Objective 5: Discover that we are created to work and to serve God in our work, as well as cultivate a healthy perspective of work.
- Objective 6: Analyze the difference between foolish and wise financial stewardship and model good stewardship.
- Objective 7: Synthesize the elements of the Leader's Balanced Life and incorporate these elements into daily life.

Leading Skillfully

- Objective 1: Understand the aspects for setting priorities, explain the decision-making process, utilize the principles for problem solving, and demonstrate effective communication.
- Objective 2: Understand the foundational virtues for people skills, demonstrate reflective listening, and analyze the practical insights to people skills.
- Objective 3: Identify the Biblical mandate and the process of how to develop others as well as demonstrating real-life and effective development of other people.
- Objective 4: Analyze the typical sources of conflict, develop a healthy view of conflict, and examine the stages of a conflict cycle.
- Objective 5: Identify the components of a God-given vision, describe the process of birthing and fulfilling a vision, and demonstrate effective communication of vision.
- Objective 6: Display the characteristics and skills of strategic leadership, and demonstrate strategic planning and thinking.
- Objective 7: Describe the phases of organizational growth, the steps in the change process, the categories of how people embrace change, and demonstrate characteristics of a change agent.

Course Grading:

Course grades for the three credit course are determined based on the following:

- | | |
|--|---------------------------------------|
| 1. Reading Log | 15% (7.5% for each LTI Learner Guide) |
| 2. Book Reviews (2): | 15% (7.5% each Book Review) |
| 3. Response Papers (2): | 30% (15% each Response Paper) |
| 4. Exams (2): | 15% (7.5% each exam) |
| 5. Small Group Presentations (2): | 15% (7.5% each presentation) |
| 6. Class Participation and Attendance: | 10% (includes class and small groups) |

Course Requirements:

(Each student is expected to complete the following items).

1) Reading Log (15% - Two LTI Learner's Guides for 7.5% each)

- a) Each student must read the entire LTI Learner's Guide for each module before attending the initial lecture of each module.
- b) A reading log must be turned in at the end of each module to verify that each student has completed the reading assignment. There is a sample Reading Log provided at the end of this syllabus.

Due Date: See Course Schedule.

2) Book Reviews (15% -- Two Book Reviews for 7.5% each)

Each student must read two books listed in the Required Reading section for the course, one for each module (i.e. one from *The Leader's Balanced Life* module, and one from the *Leading Skillfully* module). The student will then write a 2-3 page book review for each selected book for each of the two modules. (This is a combined total of two books read and two book reviews written for 15% of the total grade). Each Book Review is worth 7.5% for a combined total of 15% of the total grade. The review should contain a brief overview of the main topics read, a brief discussion of one or two particular topics that interested you, and an application or personal reflection of how the reading has transformed an area of your life or your perspective on a specific topic.

Due Date: See Course Schedule.

3) Response Papers (30% --Two Response Papers for 15% each)

Each student must write two response papers for the course, one for each of the two LTI Learner's Guides (i.e. write one for *The Leader's Balanced Life* and write one for *Leading Skillfully*). They are worth 15% each or a combined total of 30% of the course grade. The student will choose a subtopic from each module and write a 5-6 page response paper indicating how the chosen subtopic has transformed his/her life.

Each Response Paper must contain a minimum of five Scripture references to be well-placed, applicable, and appropriate in context. All written assignments should demonstrate logical, orderly preparation and expression. Written work will be evaluated not only on content, but also on scholarly expression.

Due date: See Course Schedule.

4) Exams (15% -- Two Take Home, Open Book Exams for 7.5% each)

Each student must complete two take home open book exams for the course, one related to each of the two modules. They are worth 7.5% each or a combined total of 15% of the course grade. Each exam is to be an open book take home exam but should reflect the work of the individual. Exams are to be completed without discussion or collaboration.

Due date: See Course Schedule.

5) Small Group Presentation (15% --- Two Presentations for 7.5% each)

Each student will prepare two 8-10 minute presentations for the course, one for each of the two modules. Each presentation will share what has impacted the student the most within each module. The student must cover three things in each presentation:

- a) Describe the topic or issue from the module that impacted you most.
- b) Describe the area of your life that the topic has affected you or encouraged you to change.
- c) Discuss how you will apply the topic to your life by describing the action steps that will lead to personal change or help you maintain the growth in that area of life.

The student will make their presentation to their small group during a small group meeting. Students will be given feedback and evaluated by their peers using the oral presentation evaluation form provided in the syllabus. The students are encouraged to be creative in giving their presentation. They may use multimedia, props, or other aids to enhance the presentation. A peer evaluation form will be provided at the end of the syllabus.

Due date: Small group presentations are given the last week of each module. See Course Schedule.

6) Class Participation and Attendance (10%)

Class participation is worth 10% of the course grade. Each student is expected to attend each class session, be actively involved during the lecture time, and engage in the small group discussion time. Students are expected to arrive on time at the beginning of the day and be ready to begin each session at the appropriate time. Tardiness and absences will be handled according to institution policy.

If you have an unexpected or unusual circumstance that results in your absence or tardiness, talk to your professor. They will handle the situation according to Institution policy.

Grading Scale:

[Insert grade scale as appropriate from institution]

Academic Policy:

[Insert academic policy as appropriate from institution]

Course Schedule:

Six Options to choose from:

The following pages provide six possible course schedule options. Any of the options enable you to teach these two LTI modules as a three credit college course.

1. **Schedule Option 1: Three Days Per Week** (Monday, Wednesday, Friday) with 48 contact hours.
2. **Schedule Option 2: Two Days Per Week** (Tuesday, Thursday) with 48 contact hours.
3. **Schedule Option 3: One Day Per Week** with 48 contact hours.
4. **Schedule Option 4: Two Week Modular** with 45 contact hours.
5. **Schedule Option 5: One Week Modular** with 45 contact hours.
6. **Schedule Option 6: Weekend Modular** with 46 contact hours.

Schedule Option 1: Three Days Per Week (Pg. 1 of 2)

Each 60 min. class
includes a 10 min. break

(48 classroom contact hours)

The Leader's Balanced Life

Class Structure	Monday	Wednesday	Friday
Week 1			
60 min. session	Session 1: Introducing A Balanced Life	Session 1: Introducing A Balanced Life	*Session 1: Introducing A Balanced Life
Week 2			
60 min. session	Session 2: Caring For Yourself	Session 2: Caring For Yourself	*Session 2: Caring For Yourself
Week 3			
60 min. session	Session 3: Nurturing Your Family	Session 3: Nurturing Your Family	*Session 3: Nurturing Your Family
Week 4			
60 min. session	Session 4: Enhancing Your Relationships	Session 4: Enhancing Your Relationships	*Session 4: Enhancing Your Relationships
Assignments Due:	N/A	N/A	Book Review #1 Due
Week 5			
60 min. session	Session 5: Serving God Through Your Work	Session 5: Serving God Through Your Work	*Session 5: Serving God Through Your Work
Week 6			
60 min. session	Session 6: Stewarding Your Finances	Session 6: Stewarding Your Finances	*Session 6: Stewarding Your Finances
Week 7			
60 min. session	Session 7: Pursuing A Balanced Life	Session 7: Pursuing A Balanced Life	*Session 7: Pursuing A Balanced Life
Week 8			
60 min. session	Review and Q&A	Oral Presentations with Peer Evaluations (Small Groups of 4-5 students)	Oral Presentations with Peer Evaluations (Small Groups of 4-5 students)
Assignments Due:	N/A	Reading Log Due Response Paper #1 Due	Presentation Feedback Forms Due Exam #1 Due

*** Note:** Each class session that is highlighted by an asterisk means that the class period is to be divided into 10 minutes of lecture time and 40 minutes of small group application. The small group application exercises are printed in the LTI Learner's Guide and are to be done in groups with 4-5 students. The group application exercises are designed to facilitate personal application.

Schedule Option 1: Three Days Per Week (Pg. 2 of 2)

Each 60 min. class
includes a 10 min. break

(48 classroom contact hours)

Leading Skillfully

Class Structure	Monday	Wednesday	Friday
Week 9			
60 min. session	Session 1: Developing Personal Skills	Session 1: Developing Personal Skills	*Session 1: Developing Personal Skills
Week 10			
60 min. session	Session 2: Developing People Skills	Session 2: Developing People Skills	*Session 2: Developing People Skills
Week 11			
60 min. session	Session 3: Developing Others	Session 3: Developing Others	*Session 3: Developing Others
Week 12			
60 min. session	Session 4: Resolving Conflict	Session 4: Resolving Conflict	*Session 4: Resolving Conflict
Assignments Due:	N/A	N/A	Book Review #2 Due
Week 13			
60 min. session	Session 5: Leading With Vision	Session 5: Leading With Vision	*Session 5: Leading With Vision
Week 14			
60 min. session	Session 6: Leading Strategically	Session 6: Leading Strategically	*Session 6: Leading Strategically
Week 15			
60 min. session	Session 7: Leading Change	Session 7: Leading Change	*Session 7: Leading Change
Week 16			
60 min. session	Review and Q&A	Oral Presentations with Peer Evaluations (Small Groups of 4-5 students)	Oral Presentations with Peer Evaluations (Small Groups of 4-5 students)
Assignments Due:	N/A	Reading Log Due Response Paper #2 Due	Presentation Feedback Forms Due Exam #2 Due

* Note: Each class session that is highlighted by an asterisk means that the class period is to be divided into 10 minutes of lecture time and 40 minutes of small group application. The small group application exercises are printed in the LTI Learner's Guide and are to be done in groups with 4-5 students. The group application exercises are designed to facilitate personal application.

Schedule Option 2: Two Days Per Week (Pg. 1 of 2)

Each 90 min. class
includes a 15 min. break

(48 classroom contact hours)

The Leader's Balanced Life

Class Structure	Day One	Day Two
Week 1		
90 min. session	Session 1: A Balanced Life	*Session 1: A Balanced Life
Week 2		
90 min. session	Session 2: Caring For Yourself	*Session 2: Caring For Yourself
Week 3		
90 min. session	Session 3: Nurturing Your Family	*Session 3: Nurturing Your Family
Week 4		
90 min. session	Session 4: Enhancing Relationships	*Session 4: Enhancing Relationships
Assignments Due:	N/A	Book Review #1 Due
Week 5		
90 min. session	Session 5: Serving God Through Work	*Session 5: Serving God Through Work
Week 6		
90 min. session	Session 6: Stewarding Your Finances	*Session 6: Stewarding Your Finances
Week 7		
90 min. session	Session 7: Pursuing A Balanced Life	*Session 7: Pursuing A Balanced Life
Week 8		
90 min. session	Oral Presentations with Peer Evaluations (Small Groups of 4-5 students)	Oral Presentations with Peer Evaluations (Small Groups of 4-5 students)
Assignments Due:	Response Paper #1 Due Reading Log Due	Presentation Feedback Forms Due Exam #1 Due

*** Note: Each class session that is highlighted by an asterisk means that the class period is to be divided into 40 minutes of lecture time and 40 minutes of small group application. The small group application exercises are printed in the LTI Learner's Guide and are to be done in groups with 4-5 students. The group application exercises are designed to facilitate personal application.**

Schedule Option 2: Two Days Per Week (Pg. 2 of 2)

(48 classroom contact hours)

Each 90 min. class
includes a 15 min. break

Leading Skillfully

Class Structure	Day One	Day Two
Week 9		
90 min. session	Session 1: Developing Personal Skills	*Session 1: Developing Personal Skills
Week 10		
90 min. session	Session 2: Developing People Skills	*Session 2: Developing People Skills
Week 11		
90 min. session	Session 3: Developing Others	*Session 3: Developing Others
Week 12		
90 min. session	Session 4: Resolving Conflict	*Session 4: Resolving Conflict
Assignments Due:	N/A	Book Review #2 Due
Week 13		
90 min. session	Session 5: Leading With Vision	*Session 5: Leading With Vision
Week 14		
90 min. session	Session 6: Leading Strategically	*Session 6: Leading Strategically
Week 15		
90 min. session	Session 7: Leading Change	*Session 7: Leading Change
Week 16		
90 min. session	Oral Presentations with Peer Evaluations (Small Groups of 4-5 students)	Oral Presentations with Peer Evaluations (Small Groups of 4-5 students)
Assignments Due:	Response Paper #2 Due Reading Log Due	Presentation Feedback Forms Due Exam #2 Due

*** Note:** Each class session that is highlighted by an asterisk means that the class period is to be divided into 40 minutes of lecture time and 40 minutes of small group application. The small group application exercises are printed in the LTI Learner's Guide and are to be done in groups with 4-5 students. The group application exercises are designed to facilitate personal application.

Schedule Option 3: One Day Per Week (Pg. 1 of 2)

(48 classroom contact hours)

The Leader's Balanced Life

Class Structure	Session Title
Week 1	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 1: A Balanced Life
Week 2	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 2: Caring For Yourself
Week 3	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 3: Nurturing Your Family
Week 4	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 4: Enhancing Relationships
Assignments Due:	Book Review #1 Due
Week 5	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 5: Serving God Through Work
Week 6	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 6: Stewarding Your Finances
Week 7	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 7: Pursuing A Balanced Life
Week 8	
60 min. session 15 min. break 60 min. session 45 min. small group	Oral Presentations with Peer Evaluations (Small Groups of 4-5 students)
Assignments Due:	Response Paper #1 Due Reading Log Due Presentation Feedback Forms Due Exam #1 Due

Note: The small group application exercises are printed in the LTI Learner's Guide and are to be done in groups with 4-5 students. The group application exercises are designed to facilitate personal application.

Schedule Option 3: One Day Per Week (Pg. 2 of 2)

(48 classroom contact hours)

Leading Skillfully

Class Structure	Session Title
Week 9	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 1: Developing Personal Skills
Week 10	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 2: Developing People Skills
Week 11	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 3: Developing Others
Week 12	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 4: Resolving Conflict
Assignments Due:	Book Review #2 Due
Week 13	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 5: Leading With Vision
Week 14	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 6: Leading Strategically
Week 15	
60 min. session 15 min. break 60 min. session 45 min. small group	Session 7: Leading Change
Week 16	
60 min. session 15 min. break 60 min. session 45 min. small group	Oral Presentations with Peer Evaluations (Small Groups of 4-5 students)
Assignments Due:	Response Paper #2 Due Reading Log Due Presentation Feedback Forms Due Exam #2 Due

Note: The small group application exercises are printed in the LTI Learner's Guide and are to be done in groups with 4-5 students. The group application exercises are designed to facilitate personal application.

Schedule Option 4: Two Week Modular

(45 classroom contact hours)

The Leader's Balanced Life

Times	Day 1	Day 2	Day 3	Day 4	Day 5
	Session 1	Session 3	Session 5	Session 7	In-Class Presentations
8:00-9:45	Introducing A Balanced Life	Nurturing Your Family	Serving God Through Work	Pursuing A Balanced Life	In-Class Presentations
9:45-10:15	Small Groups	Small Groups	Small Groups	Small Groups	
10:15- 10:30	Break	Break	Break	Break	Break
	Session 2	Session 4	Session 6	Session 8	In-Class Presentations
10:30-12:15	Caring For Yourself	Enhancing Relationships	Stewarding Your Finances	Review and Q&A	Presentation Feedback Forms Due
12:15-12:45	Small Groups	Small Groups	Small Groups		

Leading Skillfully

Times	Day 1	Day 2	Day 3	Day 4	Day 5
	Session 1	Session 3	Session 5	Session 7	In-Class Presentations
8:00-9:45	Developing Personal Skills	Developing Others	Leading With Vision	Leading Change	In-Class Presentations
9:45-10:15	Small Groups	Small Groups	Small Groups	Small Groups	
10:15- 10:30	Break	Break	Break	Break	Break
	Session 2	Session 4	Session 6	Session 8	In-Class Presentations
10:30-12:15	Developing People Skills	Resolving Conflict	Leading Strategically	Review and Q&A	Presentation Feedback Forms Due
12:15-12:45	Small Groups	Small Groups	Small Groups		

Note: The Due Dates for the Open Book Exams, Reading Log, Book Reviews, and Response Papers will be determined by the institution.

Schedule Option 5: One Week Modular

(45 classroom contact hours)

The Leader's Balanced Life & Leading Skillfully

Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:30	Balanced Life Session 1: Introducing a Balanced Life	Balanced Life Session 5: Serving God Through Work	Student Oral Presentations	Skillfully Session 3: Developing Others	Skillfully Session 7: Leading Change
9:30-10:00	Small Groups	Small Groups		Small Groups	Small Groups
10:00-10:30	Break	Break	Break	Break	Break
10:30-12:00	Balanced Life Session 2: Caring For Yourself	Balanced Life Session 6: Stewarding Your Finances	Student Oral Presentations	Skillfully Session 4: Resolving Conflict	Open Book Exam
12:00-12:30	Small Groups	Small Groups		Break	
12:30-1:30	Lunch	Lunch	Lunch	Lunch	Lunch
1:30-3:00	Balanced Life Session 3: Nurturing Your Family	Balanced Life Session 7: Pursuing A Balanced Life	Skillfully Session 1: Developing Personal Skills	Skillfully Session 5: Leading With Vision	Student Oral Presentations
3:00-3:30	Small Groups	Small Groups	Small Groups	Small Groups	
3:30-4:00	Break	Break	Break	Break	Break
4:00-5:30	Balanced Life Session 4: Enhancing Relationships	Open Book Exam	Skillfully Session 2: Developing People Skills	Skillfully Session 6: Leading Strategically	Student Oral Presentations
5:30-6:00	Small Groups		Small Groups	Small Groups	

Note: The Due Dates for the Reading Log, Book Reviews, Response Papers, and Oral Presentation Feedback Forms will be determined by the institution.

Schedule Option 6: Weekend Modular (Pg. 1 of 2)

(46 contact hours to cover two modules for college credit)

The Leader's Balanced Life

One Month Training Cycle Per Module							
	Su	M	Tu	W	Th	F	Sa
WK1 (11 Hrs.)						Instructional Event	
WK2 (6 Hrs.)			Small Group		Small Group *See note		
WK3							
WK4 (6 Hrs.)			Small Group		Small Group *See Note		

23 Total Contact Hours

*Note: These two meetings may be moved to the following month to allow students 2 months to complete the module.

Small Group Meetings

- Each small group meeting is 3 hours.
- Each small group meeting focuses on discussion and personal application.

Small Group	Assignments Due
1	Exam Due
2	Book Review Due
3	Oral Presentation w/Feedback Due
4	Reading Log Due

Instructional Event

- Each Instructional Event occurs Friday from 7-10 pm and Saturday from 9 am-5 pm.
- Each of the seven sessions include 60 minutes of instructional time and 20 minutes of group application.
- The small group application exercises are printed in the LTI Learner's Guides and are to be done in groups with 4-5 students. The group application exercises are designed to facilitate personal application.

Schedule Option 6: Weekend Modular (Pg. 2 of 2)

(46 contact hours to cover two modules for college credit)

Leading Skillfully

One Month Training Cycle Per Module							
	Su	M	Tu	W	Th	F	Sa
WK1 (11 Hrs.)						Instructional Event	
WK2 (6 Hrs.)			Small Group		Small Group *See note		
WK3							
WK4 (6 Hrs.)			Small Group		Small Group *See Note		

23 Total Contact Hours

***Note:** These two meetings may be moved to the following month to allow students 2 months to complete the module.

Small Group Meetings

- Each small group meeting is 3 hours.
- Each small group meeting focuses on discussion and personal application.

Small Group	Assignments Due
1	Exam Due
2	Book Review Due
3	Oral Presentation w/Feedback Due
4	Reading Log Due

Instructional Event

- Each Instructional Event occurs Friday from 7-10 pm and Saturday from 9 am-5 pm.
- Each of the seven sessions include 60 minutes of instructional time and 20 minutes of group application.
- The small group application exercises are printed in the LTI Learner's Guides and are to be done in groups with 4-5 students. The group application exercises are designed to facilitate personal application.

Name _____

Reading Log Form

This log is an accountability statement regarding the reading of each training module. Each Emerging Leader is expected to read each entire module, word for word, including all appendices. Each Emerging Leader is also expected to fully read two additional books listed in the Required Reading section of the syllabus.

If you sign this statement and have not fully completed the reading assignments, you acknowledge that you are depriving yourself of the intended learning and lying to yourself, your instructor and to God Himself.

I have read the following required resources as required in the syllabus for this course:

<i>The Leader's Balanced Life</i> - Learner's Guide from LTI	YES	NO
Additional Required Reading Resource for <i>The Leader's Balanced Life</i>	YES	NO
<i>Leading Skillfully</i> - Learner's Guide from LTI	YES	NO
Additional Required Reading Resource for <i>Leading Skillfully</i>	YES	NO

I have completed the above reading assignments as required for this course.

Signature

Date

Oral Presentation Evaluation Form

Presenter: _____

Date: _____

Module: _____

Group: _____

Rate the oral presentation from 1-10 (1 is low, 10 is high) related to the items listed. Provide comments for explanation.

Circle One

1) Communicated clear understanding of the topic. 1 2 3 4 5 6 7 8 9 10
Comments:

2) Communicated practical application of the topic. 1 2 3 4 5 6 7 8 9 10
Comments:

3) Communicated clearly and concisely. (stayed within time) 1 2 3 4 5 6 7 8 9 10
Comments:

4) Communicated well with voice inflection. 1 2 3 4 5 6 7 8 9 10
Comments:

5) Communicated well with body language. 1 2 3 4 5 6 7 8 9 10
Comments:

6) Communicated confidently as a leader. 1 2 3 4 5 6 7 8 9 10
Comments:

Summary Comments:

Total average of six scores:
1 2 3 4 5 6 7 8 9 10