

A THREE-STEP METHOD TO LEADERSHIP DEVELOPMENT

1. Theological Education by Extension is a way to train evangelists, pastors, elders, deacons, deaconess, Bible teachers, leaders of women, men or youth groups who find it difficult to take classes at a Bible college. The training is low cost and convenient. The training develops Bible knowledge and enables the leader to be more effective in his or her area of leadership.

Please answer the following questions before you read number 2 below:

- a. Theological Education by Extension will help you in two ways. Complete the two sentences below based on the information given in the paragraph above.
 - (1) I will gain _____ knowledge.
 - (2) I will become more _____ in my area of leadership.
- b. Please list all the areas where you give leadership in the church, such as elder, Bible teacher or youth leader.

Now you can read number 2 below.

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2. Theological Education by Extension enables leaders like you to grow in your Bible knowledge and to become more effective in your leadership. In order to avoid using four words every time we talk about Theological Education by Extension, we will use the abbreviation **TEE** which stands for **Theological Education by Extension**.

There are many ways to do **TEE**. I want to tell you about a special three-step method of TEE that is low cost, convenient and can be made available to almost anyone. One advantage of this special method is that there are no educational requirements for taking the courses. Special effort is made to prepare the study materials on a level that all leaders can understand. If you are a leader in the church and if you can understand the study materials, you are qualified to be a student.

In some TEE programs, the lessons are put on audio cassette tapes or MP3 players for leaders who cannot read nor write. Some church leaders have never had the opportunity to attend a school. Some cannot read nor write the language they speak every day. However, they are recognized as leaders in the church and they want to serve God. They learn by listening to the lessons in their mother tongue. The two most important qualifications for being a TEE student are that you are a leader in the church and that you want to serve God in a better way.

Before you read number 3 below, please answer the following questions based on the information given in this section - number 2:

- a. TEE is an abbreviation for _____.
- b. What are the educational requirements for taking a TEE course? _____

Now you can read number 3.

3. TEE is an abbreviation for **Theological Education by Extension**. There are no educational requirements for using this special method of TEE. However, a student must be a leader in the church, he must want to serve God in a better way and he must be able to understand the study materials. Sometimes the study materials are not printed. Instead, students listen to the lessons in a language they understand.

There are three parts to this special method of TEE that enable you to develop Bible knowledge and be more effective in your leadership. The first part of the method is programmed home-study materials. They are written in a special way that enables you to learn without a teacher. This special way of learning is called Programmed Instruction. You have already experienced Programmed Instruction by answering the questions in section numbers 1 and 2. These numbered sections are called **frames**.

Before you read number 4 below, please answer the following questions based on the information given in this section - number 3:

- a. This special TEE method involves _____ parts.
- b. What is the first part of this method? _____
- c. Home-study materials are written in a special way that enable you to learn without a teacher. It is called P _____ I _____.
- d. The lessons are divided into numbered sections which we call _____.

Now you can read number 4 below.

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4. There was much information given in frame (section) number 3. Let's see if you got the answers correct. *This special TEE method involves **three parts**. **The home-study books** are the first part of the method. The course books are written in a special way called **Programmed Instruction**. The information in programmed instruction is given in numbered sections called **frames**.*

I hope you got the answers correct. If you did not, please read frame 3 again and try to understand why these are the correct answers to the questions in frame 3. Read the rest of this frame 4 only after you are sure you understand the answers to frame 3 above.

Programmed Instruction divides important information into sections called frames. Each frame contains a small amount of new information and then one or more questions over the new information. You must answer the questions on the new information before you continue to read the next frame. You must understand the new information in the frame where you are answering questions before you continue to read the new information in the next frame.

Before you read frame 5, please answer the following questions based on the information given in this frame - number 4:

- a. Each frame of programmed instruction gives a small amount of _____.
- b. Each frame also contains one or more _____ over the new information in the frame.
- c. Before I read the new information in the next frame, I must try to _____ the information in the frame where I am answering questions.

Now you can read frame 5.

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5. A small amount of **new information** is given in each frame. You must answer **questions** over that new information before you read the next frame. The questions help you to **understand** the information in the frame.

You must understand the information in a frame before you read the new information in the next frame. The new information in the next frame builds on your understanding of the information in the frame you just read. This is the reason the answers to questions are given at the beginning of the next frame. The questions are not difficult. Most of the time you will get the answers correct. If you write a wrong answer, you can read the information again in order to understand the correct answer. You must understand the information in a frame before you read the new information in the next frame. This is an important part of the learning process.

If you look at the first paragraph in this frame number 5, you will see that I have identified the correct answers to the questions in the previous frame by putting them in **bold print**. I did this so you could easily see the correct answers. However, I will not continue to put the answers in bold print. Just know that the correct answers are always at the beginning of the next frame.

One way that Programmed Instruction helps you to learn is by giving you the correct answers at the beginning of the next frame. You know immediately if you understood the information. If you write a wrong answer, you can read the information again and correct your understanding before you look at new information.

Before you read frame 6, you must answer the following questions based on the information given in this frame - number 5:

- a. Before you can understand the new information in the _____ frame, you must understand the information in the frame you are reading.
- b. The answers to the questions of a frame are found at the _____.
- c. Programmed Instruction helps you to learn by giving you the _____ to the questions.

Now you can read frame 6.

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6. It is necessary to understand information in the frame you are reading before you can understand new information in the next frame. This is the reason the answers are given at the beginning of the next frame. The first thing you must do as you read the next frame is to check that you wrote the correct answers in the previous frame. A wrong answer means that you need to study again the information in the frame and understand the correct answer.

Self-discipline is needed when you use Programmed Instruction. You will be tempted to look at the correct answer in the next frame before you write your answer. If you look at the correct answer before you write your own answer, you will cheat yourself. An important part of the learning process is to write an answer based on your understanding of the information. If you look at the correct answer before writing your own, you will not try to understand the information.

If you write a wrong answer, you have not failed. You will correct your understanding when you look at the answer in the next frame. Correcting your understanding is part of the learning process.

The answers will not be given to questions in the last frame of the lesson. You should be able to answer those questions correctly without any help. If you have difficulty answering the questions in the last frame of the lesson, then you need to study the lesson again.

It is best that you take a sheet of blank paper and cover the frame below the one you are reading. This will keep you from looking at the correct answers before you write your answers. If you copy answers from the frame below, you may not understand the information and you will not remember much of the information. Copying the answers bypasses the learning process.

Write your answers, then move the paper down so that you can read the correct answers. This is the reason we have divided the frames with a line that looks like this: =====. When you move your paper down, stop at the special line so that you will not be able to read the correct answers before you write your own answers.

I will no longer tell you to answer the questions before you read the next frame. You will have to discipline yourself to do it.

Take a piece of paper now and cover frame 7 below. Answer the questions and then slide the piece of paper down to read the correct answers in frame 7. Follow this procedure with every frame until you finish the lesson. Follow this procedure with every lesson.

- a. If I copy the correct answer from the next frame before writing my own answer, I am _____ myself.
- b. Answering the questions based on my own understanding of the information is part of the _____ process.
- c. If I write a wrong answer, I will still _____ because I can correct my understanding when I look at the correct answer.
- d. Did you covered frame 7 with a sheet of paper before you answered these questions? _____ Why? _____

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7. Writing your own answer before looking at the correct answer is a necessary part of the learning process. Writing a wrong answer and then correcting your understanding by looking at the information again is also a part of the learning process. Either way, you will learn. However, if you copy answers, you will not learn much. You will only cheat yourself!

You may not have covered frame 7 while you wrote answers to frame 6. You may have thought, "I can control my eyes not to look at the answers in frame 7." That may have worked this time, but it will not always work. There will come a time when you struggle to know the answer and you will be tempted to quickly look at the frame below. The best thing is to always cover the frame below and never stop doing it. This way you will never be tempted to look and you will always be learning.

Earlier I said that there are *three parts to this special TEE method*. The first part of the method is programmed home-study books. The lessons in the home-study books will enable you to increase your knowledge of the Bible. However, we need more than Bible knowledge to be a leader in the church. We need to apply our Bible knowledge to our personal life and to our

leadership responsibilities. Sometimes it is difficult to know the best way to apply God's teachings to the decisions we make as leaders. We may need help and advice on how to do this. That is the reason the second part of this method is important and necessary.

The second part is weekly discussion meetings. You will not be alone in your study. Other leaders in your church or your area will be studying the same lessons you study. You will meet with them once a week for a time of discussion. During the discussion, you will share your understanding of the lessons and you will share your ideas on how to apply it to the decisions you make as a leader.

- a. The first part of the TEE method is this _____ which increase my _____.
- b. The second part of the TEE method is weekly _____ meetings with other _____.
- c. At the weekly meetings we will share our _____ of the lessons and our ideas on how to _____ it to leadership decisions.

8. The first two parts of this method are (1) programmed home-study books which will increase your Bible knowledge and (2) weekly discussion meetings with other leaders. During the discussion meetings, you will share your understanding of the lessons and your ideas on how to apply it to leadership decisions.

The discussion meetings are the most valuable part of the three-step method. During the discussion, you have an opportunity to share your understanding with others and to learn from their understanding. You will work together to solve real problems that you face as leaders. Some leaders may feel that they only need Bible knowledge. But Bible knowledge is not enough. We need help and encouragement in applying it to the problems we face.

You will mature in your leadership skills through the discussion meetings. You will gain understanding by listening to the things that others learned from the lessons and hearing the ways they apply the lessons to their life and their leadership responsibilities. You will learn to solve problems in a way that pleases God. The discussion meetings become a time of encouragement and spiritual growth for everyone. The discussion process enables you to take your Bible knowledge and put it to practical use.

- a. The purpose of the Programmed Instruction book is to give you Bible _____.
- b. The purpose of the discussion meeting is to _____ from each other and to help each other put your Bible knowledge into _____ use in leadership decisions.

9. The discussion meetings enable you to become more effective in your leadership. The study books will give you Bible knowledge. The discussion time will give you a better understanding of the Bible as you learn from each other and help each other make practical use of the knowledge you gain from the books.

A **group leader** will organize your meetings and oversee the discussion. He has been trained to use the three-step method of leadership development. He will oversee your meetings, supply you with study materials and report the progress of your group to the organizers of the TEE program.

Your group needs to meet for two hours every week for twelve (12) weeks in order to complete a course. The first responsibility of your group leader is to set a time and place for the

meetings. This can be difficult because most students have responsibilities to family and work that limit their time. Some students and the group leader may need to make sacrifices in order to find a time that works for all students. The location of the meeting is also important. It must be easily accessible for all.

- a. The discussion meetings will be organized by a _____.
- b. He is trained to use the _____ - _____ method of leadership development.
- c. His first responsibility is to set a _____ and _____ that is convenient for the group meetings.

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10. A group leader organizes the group and oversees the discussion. He has special training on how to use the three-step method for leadership development. His first responsibility is to set a time and a place for the weekly meetings that works for all members of the group.

At the first meeting he will be sure that every student has a study book and knows how to use it. He will give out the first study assignment for the group. Everyone will study the same set of lessons and be prepared for discussion a week later at the agreed time and location.

During the week, all students must complete the assigned lessons. Usually, the lessons are divided into weeks or units. A week or a unit of lessons usually covers one general topic. A full week or a unit of lessons must be completed by the student before he goes to the discussion meeting. A week of lessons contains five lessons, one a day for five days. A unit may have two to four lessons.

Do not try to do all the lessons at the same time. It is best to do one lesson a day. Our brain can only understand so much information at one time, just like our stomach can only eat so much food at one time. We need to give our mind time to understand information just like we need to give our stomach time to digest its food. If we try to understand too much information at one time, much of it will be lost.

Start on the assignment immediately and do one lesson each day. Try to find a quiet place to study so that you can focus your mind on the information in the lessons.

- a. Choose one of the following to complete the sentence:
 - a. **the same set of lessons.**
 - b. **any lesson in the book.**

During the week, students will study _____.

- b. All assigned lessons must be completed before you attend the discussion meeting.
(true or false) _____

- b. (true or false) The best way to study is to do all the lessons at one time. _____

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11. All the students in a group will study the same set of lessons as they prepare for the discussion meeting. It is important to complete all the assigned lessons before the meeting so that you can participate in the discussion. If you have not completed the lessons, you may not understand something the group is talking about.

A wise student will study only one lesson a day. Anyone who studies more than one lesson at a time is cheating himself just like the person who looks at the answers in the next frame before writing his own.

As you study the lessons, you may discover things that you would like to ask questions about. Write down your question and bring it to the discussion meeting. The group leader will give you a

chance to ask your question. The question must be directly related to the topic of the lessons assigned for that week.

During the meeting, the group leader will not talk much. He will allow you to ask questions and he will ask you questions. He may know the answer to your question, but he will encourage the students to discover the answer for themselves. If they need help in finding the answer, he may offer information or give additional scriptures to think about. The goal of the group leader is to enable you to find the best answer through open discussion. He gives information only when it is needed. His job is to help you discover the answer that is in agreement with God's will and works best for you.

a. What should you do if you discover something you want to ask a question about while you are doing the lessons in your study book? _____

b. Who will answer your question when you bring it to the discussion meeting? _____

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12. The group leader is not your teacher. He will not give lectures when you go to the weekly meetings. He will not answer your questions. Instead, he will enable you, the students, to discover the best application of what you learned in your programmed study book. He will invite you to bring any question you have on the topic studied for that week. He will encourage the group to find the best answer through open discussion. The group leader will also ask questions. Those questions will involve things that he feels you need to think about.

The discussion will be focused on the things you learned in the book. The purpose of the discussion is to discover the practical application for your life and your leadership responsibilities. The book is your teacher. The group leader is your discussion guide. The group leader gives information only when he feels it will help the group make a better decision on how to apply what they learn from the book.

a. Who is your teacher? _____

b. During the meeting, the group will deal with Q_____ about information learned in the study book.

c. The leader will enable the group to discover the answers through open _____.

d. The purpose of the discussion is to discover the best AP_____ of the information learned in the study book.

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13. The study book is your teacher. The group leader uses questions to guide your group in discussing the application of the things you learn in the book. Through open discussion and the guidance of your group leader you will discover valuable application of the things you studied.

Another thing the group leader will do is challenge your group to take action on the applications you discover through discussion. James said, "*Anyone, then, who knows the good he ought to do and doesn't do it, sins*"(James 4:17). It is not enough to just talk about applying God's word to our life and our leadership work. We must put our understanding into action. The group leader will help you to do this by giving *work assignments*.

Work assignments will be practical things for you to do which will give you an opportunity to apply the things you learned through the study book and the discussion meetings. The group leader will ask you to bring back a report on your work assignment. Your report will include

information about what you did and the results. The assignments give you an opportunity to develop your leadership skills and the reports enable others to learn more about applying the things they are studying in the TEE course. Normally there are only two or three work assignments during a course. Work assignments are the third part of the three-step method.

- a. TEE students learn to put their decisions into action through _____ assignments.
 - b. These assignments give the student an opportunity to develop his _____ skills.
 - c. Students will gain from each other as they bring _____ on their assignments.
- =====

14. Work assignments enable the students to put their decisions into action. They are also an opportunity to develop leadership skills. Everyone gains as students share their experiences with each other through reports.

We have learned that there are three parts to this special TEE method of leadership development. See if you can complete the sentences below.

- (1) The _____ instruction material is your teacher and develops your _____ knowledge.
 - (2) The weekly _____ meetings enable students to _____ from each other.
 - (3) The _____ give students an opportunity to _____ the things they learn through their study materials and weekly meetings.
- =====

15. The three parts of this special TEE method are (1) programmed instruction materials which develop your Bible knowledge, (2) weekly discussion meetings which enable students to learn from each other and (3) work assignments which give students an opportunity to apply the things they are learning.

There are two more things you need to know about the weekly discussion meeting. The meeting normally starts with a short time for devotions and prayer. The group leader will conduct this part of the meeting at first, but later he will ask the students to take turns doing it. The devotion and prayer time lasts from five to eight minutes.

Immediately after the prayer and devotion the group leader will give you a short quiz over the lessons you were assigned to study for the week. The quiz will be easy if you have completed all the lessons. Your quiz will be graded and your score may become part of your grade for the TEE course. The purpose of the quiz is to encourage you to complete all the assigned lessons before going to the weekly meeting. Discussing the answers to the quiz can be a fun part of the meeting.

- a. Weekly meetings begin with a short time for _____ and _____.
 - b. You will be encouraged to complete all assigned lessons by a _____ that is given by the group leader.
- =====

16. Weekly meetings begin with a devotional time and prayer. Then the group leader gives a quiz over the assigned lessons. Discussion begins after the answers to the quiz have been given.

Let us see if you understand this three-step method of TEE. Answer the questions below. If you have difficulty with any of the questions, then read through the lesson again.

- a. TEE stands for _____.
- b. The three parts of TEE are:
 - (1) _____
 - (2) _____
 - (3) _____
- c. In the TEE method, who or what develops your Bible knowledge?

- d. During the weekly meetings, students learn from _____.
- e. Put a mark in front of the best answer below.

The **most** important work of the group leader is to: *(Mark only one.)*

- _____ give a quiz.
- _____ teach at the weekly meetings.
- _____ guide the discussion so that students discover the best answers to real problems.
- _____ give devotions at the beginning of the meeting.
- _____ set a time and location for the weekly meetings.