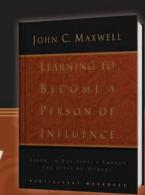
LEARN TO POSITIVELY IMPACT
THE LIVES OF OTHERS

PARTICIPANT WORKBOOK

Based on the book by John C. Maxwell



Introduction

Dear Friend,

What a remarkable privilege and exciting opportunity you have to impact people's lives! Remember that as you spend the next several weeks covering the material in this course.

You and I will be partners as we explore what it takes to become a person of influence. As you study and

teach, you will reach new levels of knowledge and growth. I am confident that you will inspire others to reach those same levels.

The principles contained in this book have been tested and proven again and again. I encourage you to read, study and familiarize yourself with the ideas in this book on how to lead a group through this information. The suggestions provided are designed to make your job as facilitator as simple and effective as possible.

I have devoted my life to equipping people, and it is my hope that you will take as much joy as I have as you lead people to a greater understanding of who the best team players are, what they do, and, most importantly, how they can become like them.

Your friend,

John C. Maxwell

left C Claxuell

Introduction

The Leader's Role

As the facilitator, it is imperative that you are familiar with all of the material in this application series. We recommend that you thoroughly review each lesson and prepare well for each session.

You should emphasize that the participants should complete the exercises consistently to ensure that maximum benefits from the course are attained.

The most vital element for the success of this course lies within you. Your mastery of the content will make all the difference. This Leader Guide is designed to provide a framework for study and activity. It is up to you to:

- Finsure that the key concepts are understood
- Facilitate the individual group exercises
- Inspire meaningful discussion
- Initiate content application and, most importantly
- Establish an atmosphere for learning and change

Preparation will be somewhat unique for each facilitator, but we can recommend a proven strategy: spend time planning, preparing and practicing.

Introduction

Overview

As the facilitator, you must be very familiar with this information — take the time to prepare. You have the flexibility to add group discussion questions, group exercises and apply other teaching techniques to tailor the course to your individual group.

Each of the lessons in this Leader Guide is designed to be presented in an orderly format. This is the order we suggest:

- **1. Overview** —This is a brief summary of what you are about to view in the video. You may also use this time to discuss what participants learned from the previous week's reading.
- **2. Watch the lesson** —As a group, watch the lesson that John Maxwell presents.
- 3. Exercise —At the end of each section, you are provided with an exercise that captures the essence of that section.
- **4. Challenge** —This is the time to encourage them to go out into the world and put theory into practice. Remind them of the following week's reading and questions for further review.

Introduction

Preparation

- Step 1: Read the book, Becoming a Person of Influence.*
- Step 2: Watch the videos.
- **Step 3:** Study all elements of this Leader Guide and the Student Workbook.
- **Step 4:** Teach yourself the class. Work through each element just as your students will.
- Step 5: Make sure that you have a workbook for each person in your group.*
- **Step 6:** Study the mix of people who comprise your group. Try to anticipate their expectations and make notes on points you want to tailor or emphasize, develop additional discussion questions, and anything else you deem appropriate.

*Additional resources available at JMT Online University

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LEARNING TO BECOME A PERSON OF INFLUENCE

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Session 1

☐ Introduction **☐**

Leadership is		

LAW OF INFLUENCE—

The true measure of leadership is influence—Nothing more, nothing less.

LAW OF E. F. HUTTON—

When the real leader speaks, people listen.

— The 21 Irrefutable Laws of Leadership



Increasing your influence = Increasing your _____



There have been meetings of only a moment, which have left impressions for life, for eternity.

No one can understand that mysterious thing we call influence... yet... everyone of us

continually exerts influence, either to heal, to bless, to leave marks of beauty;

or to wound, to hurt, to poison, to stain other lives.

—J.R. MILLER, The Building of Character



Goals of this Training S

1.	Help you better _	influence.
2.	Help you	your influence with others.

Your Influence Inventory

Q. #1: _	do I influence?			
Principle: As a leader, I attract who I am, not who I				
List the	top 3 characteristics of a person you want on your team.			
1)				
2)				
3)				



I would never belong to an organization that would have me as a member.

— WOODYALLEN



Do I Influence...(Circle one in each couplet)

Leaders or Followers

Thinkers or Doers

Big Picture or Little Picture People

Self-Centered or Other Centered People

Positive or Negative People

Insecure or Secure People

Successful or Unsuccessful People

Casual or Passionate People

Givers or Takers

Eagles or Turkeys

Q. i	# 2: _	do l iı	nfluence others?	
Principle: How I influence people will determine how			le will determine how	_ , how
, and how I influence them.		I influence them.		
I	Metho	ds of influence — from wo	orst to best	
1			_ There is no choice in the decision.	
2 "My way or the highway."		"My way or the highway."		
3 There's a winner and a loser.		There's a winner and a loser.		
4 We follow because we have to.				
	5 We both win something.			

Session 1

	6	We follow because we want to.
	7the influencer.	We follow because of the request and respect for
Q.	. #3: How	do I influence?
	Principle: As a leader, the my level of influence.	of people who follow, is based on
	Note: Everyone influences	
	Few people influence a	of people.
	• Your	Leadership Potential •
	• You	ır Leadership Level •
The	ne difference between these two lin	nes is determined by our
	1)	
	2) Willingness to	
	3) Desire to	
Q.	. #4: do	I influence others?
	Principle: Our value and significant it is needed	cance rises when we influence others at a time when

There comes a special moment in everyone's life, a moment for which that person was born.

That special opportunity, when he seizes it, will fulfill his mission— a mission for which he is uniquely qualified. In that moment, he finds greatness. It is his finest hour.

— WINSTON CHURCHILL

Napoleon understood this reality as well. He once said: "I have noticed in every campaign that I have fought— that there is a key segment of time, somewhere between 13 and 15 minutes in which that battle is won or lost. I focus on that segment of time, and I win."

Leaders are	_
They sense	
1)	Moments
2)	Places
3)	Times
Breakthroughs occur in people and	d organizations when they
	enough that they have to change.
	enough that they want to change.
	enough that they are able to change.
Q. #5: do I	influence others? do something will ultimately determine
you do.	ople because leadership functions on the basis of
attached to specific situations and are	an questioning your character. Motives are usually often short in duration. Character, however, is unin all situations. Therefore, you can have a

Session 1

Q. #6	do I	influence	others?

Too often, people feel that they cannot influence others because they do not have a leadership position.

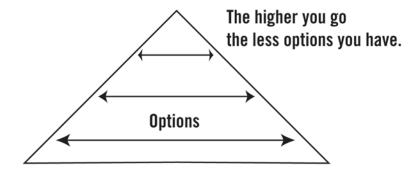
Remember, the position doesn't make the leader...

the leader makes the position!

Leadership mistakes often made by people in the middle of the pack

- 1. If I'm not on _____, I can't lead.

 Leadership is _____, not ____.
- When I get to the top, _____ I will learn to lead.
 You will be tomorrow what you are preparing for today.
- If I were on the top, _____ would follow.If people don't follow you now, they won't follow you then.
- 4. When I get to the top, I will be able to do ______.



☐ Influence Insights **☐**

	The very essence of all power to influence lies in getting
	the other person to participate.
	— HARRY A. OVERSTREET
	A Leader's Prayer
	God, when I am wrong, make me willing to change.
	When I am right, make me easy to live with.
	So strengthen me that the power of my influence
	Will far exceed the authority of my position.
	— PAULINE H. PETERS
2. Our influ	ence with others is usually not in

000

Anytime you think you have influence, try ordering around someone else's dog.

—THE COCKLE BUR



3.	With influence comes
	There are people whose well-being and destiny are within a leader's influence.
	A leader cannot escape that fact.
	Too many leaders want the of leadership without paying
	the of leadership.
4.	My influence with others is either or
	·
	My Influence
	My life shall touch a dozen lives before this day is done,
	Leave countless marks for good or ill ere sets the evening sun,
	This is the wish I always wish, the prayer I always pray;
	God, may my life help other lives it touches by the way.
5.	Our influence can
6.	People of positive influence to others.
	A life isn't significant except for its influence on our lives.

029

—JACKIE ROBINSON

Session 1

We add value to people when...

1.	We truly		people.		
2.	We	and _			to what they value
3.	We make ourselves				_•
4.	We do the things that _			value	S.

Write the name of a person you want to influence _____

Session 2

☐ Integrity with People **☐**

An Influencer has...

1. **I**_____ with people



In order to be a leader a man must have followers. And to have followers, a man must have their confidence. Hence the supreme quality for a leader is unquestionably integrity. Without it, no real success is possible, no matter whether it is on a sections gang, a football field, in an army, or in an office. If a man's associates find him guilty of phoniness, if they find that he lacks forthright integrity, he will fail. His teachings and actions must square with each other. The first great need, therefore, is integrity and high purpose.

- DWIGHT D. EISENHOWER



_____ is the glue that holds people together.

In the business world it's acceptable to make mistakes, to lay eggs — big ones— but the Center for Creative Research, in a significant study, learned that one thing that sounds the death knell for those who aspire to the top rung on the ladder is betraying a trust. Virtually anything else can be overcome over a period of time, but once trust is betrayed, moving to the top of the ladder is out of the question.

Survey of 1,300 executives:

		•
Q.	Wł	hat quality do you desire most in your team members?
A.		said "Integrity"
	ope Pres Joh	me years earlier in their Mission Statement they had a line saying that, "they would erate with honesty and integrity." Several weeks before the Tylenol incident the sident of Johnson & Johnson sent a memo to all Presidents of Divisions of Johnson & anson asking if they were abiding by and if they believed in the Mission Statement. All sidents came back in the affirmative.
		e story goes that within an hour of the Tylenol crisis the president of Tylenol ordered all sules off the shelf knowing it was a \$100 million dollar decision.
		en reporters asked how he could decide so easily and rapidly on such a major sision, his reply was, "I was practicing what we agreed on in our Mission Statement."
Integ	grity	y issues for influencers:
	1.	Does my organization have values?
	2.	Do the leaders and them for others?
	3.	Do I place the interest of my people my own?
	4.	Am I to others for my actions?
	5.	Since I know myself best, do I like who I am?
		When I lay down the reins of this administration I want to have
		one friend left. And that friend is inside myself.
		— ABRAHAM LINCOLN

000

Nurtures People

An Influencer		
2. N __	people	
	The height of your influence upon others depends on the depth of your concern for them.	
	Many leaders love their position more than their people. When that happens they soon lose their	
	Few leaders love their people more than their position. When that happens, leaders position.	
Achieve	ers care about people	
	Nice guys get the best results from subordinates, according to a study by the research outfit, Teleometrics International, as reported in the Wall Street Journal.	
	Of 16,000 executives studied, the 13 percent identified as high achievers tended to care about people as well as profits. Average achievers concentrated on production, while low were preoccupied with their own security.	
	High achievers viewed subordinates optimistically, while low achievers showed a basic distrust of subordinates' abilities. High achievers sought advice from their subordinates; low achievers didn't. High achievers were listeners; moderate achievers listened only to superiors; low achievers avoided communication and relied on policy manuals.	
Notes o	on nurturing people:	
	1) Nurturing people does not mean people.	
	2) Nurturing people does mean to people.	
	Love will find a way. Indifference will find an excuse.	
	3) Nurturing people does mean people.	



You will find as you look back upon your life that the moments when you have really lived, are the moments when you have done things in a spirit of love.

— HENRY DRUMMOND



4) Nurturing people does mean _____ people to a higher level.

Jan Carlzon, chairman and CEO of Scandinavian Airlines, speaks from his experience when he suggests that there are two great motivators in life. One is fear. The other is love. You can lead an organization by fear, but if you do, you will ensure that people won't perform up to their real capabilities.



Deep down, your players must know you care about them. This is the most important thing. I could never get away with what I do if the players feel I didn't care for them.

They know, in the long run, I'm in their corner.

- BO SCHEMBECHLER, former head football coach, University of Michigan



in people

Faith in People ¬

An Influencer has...

3. F

· ·	peop.e
	make things possible
	make things happen
E v ϵ	ry person is entitled to be valued by their best moments.
	— RALPH WALDO EMERSON
	8 9
In leading others, t	there are three feelings that we cannot possess:
1)	If we are afraid of people we cannot
	them.
2)	If we dislike people we should not
	them.
3)	If we look down on people, we will no
	them

Les Giblin, an authority on human relations, says that our actions must be genuine. "You can't make the other fellow feel important in your presence if you secretly feel that he is a nobody."

It is wonderful when the people believe in their _____

It is more wor	nderful when the leader believes in the
Note:	1) Borrowed beliefs have no
	2) We become what we believe
	·
	3) Lack of belief in people hurts both the and the
	·
	4) The greatest gift a leader gives another person is to express belief in
	that person when that person doesn't believe in himself.

Listens to People

Caracteris to reopte and
An Influencer
4. L to people
The first duty of love is to listen.
— PAUL TILLICH
A wise old owl sat in an oak,
The more he heard the less he spoke.
The less he spoke the more he heard,
Why can't we be like that wise old bird?
Climbing the "Ladder" to better listening
L stands for: at the speaker. Meanings are not in words, but in people.
A stands for: questions. This is the quickest way to become a listener.
D stands for: interrupt. It's just as rude to step on people's ideas as it is to step on their toes.
D stands for: change the subject. Listening is wanting to hear.
E stands for: Check your Leaders must keep "current of the undercurrents." Emotions create a storm and others will back away.
R stands for: listening. When people feel that their leader no longer

listens or responds, they will go somewhere else.

"4 H" questions to become a better listener

1)	What is their		?
2)	What is their		?
3)	What is their		?
4)	How can I	?	

Are you a good listener? Take this quiz to find out

Good listening skills can make you a more productive worker. Take this quiz to see whether your skills need some honing.

Give yourself four points if the answer to the following questions is Always; three points for Usually; two for Rarely; and one for Never.

 1.	Do I allow the speaker to finish without interrupting?
2.	Do I listen "between the lines"; that is, for subtext?
3.	Do I actively try to retain important facts?
4.	When writing a message, do I listen for and set down the key facts and phrases?
5.	Do I repeat the details of an interview to the subject, in order to get everything right?
6.	Do I avoid getting hostile and/or agitated when I disagree with the speaker?
 7.	Do I tune out distractions when listening?
8.	Do I make an effort to seem interested in what the other person is saving?

Scoring:

26 or higher: An excellent listener.

22-25: Better than average score.

18-21: Room for improvement here.

17 or lower: Get out there and practice your listening right away.

Dr. Stephen Ash, "The Career Doctor"; cited in The Michigan Department of Social Services No-Name Newsletter, P. O. Box 30037, Lansing, MI 48909



None of us is as smart as all of us.

— KEN BLANCHARD, Thinking for a Change— April 2003



Understands People

	people
Few things will pay yo	ou bigger dividends than the time and trouble you take to
understand people. Almos	t nothing will add more to your stature as an executive and a
person. Nothing will g	give you greater satisfaction or bring you more happiness.
— KIEN	NZLE & DARE, Climbing the Executive Ladder
	8 29
	a person look at what he has of becoming.
	a porcon room at mat no or bosoning.
Iorm Wright says	
	sons why relationships fail:
There are two basic reas	sons why relationships fail: which causes us to erect barriers.

Keys to understanding — leading people by reading people

) ______ 5) ____

2) ______ 6) ____

3) ______ 7) _____

4) 8)

You have to see what others see — ______.

Before they will see what you see — ______.

Session 3

Enlarges People

An influencer			
6. E	people		
	Q. How do you grow an organization?		
	Q. How do you grow people?		
Succe	ess is		
	your purpose in life.		
	to your maximum potential.		
	seeds that benefit others.		
	— Your Road Map for Success		
	There is no more noble occupation in the world		
	than to assist another human being—to help someone succeed		
	— ALAN LOY MCGINNIS		
	You'll always have everything in life that you want		
	IF you help enough people get what they want.		
	— ZIG ZIGLAR		

000

尽 Navigates for People ラ

n Influ	uencer		
7.	N	for people	
	white: "What we have four human the undertaking. C	f Warren Bennis and Burt Nanus spe nd is that the higher the rank, the mo Dur top executives spend roughly 90 p iness of people problems."	re interpersonal and
Th	nere are those who		
	can see the problem a	ahead and it,	
	can experience the pr	oblem and it, and	I
	cannot see the proble	m or fix it and they are	·
A lead	der is one who sees	than others see.	
A lead	der is one who sees	than others see.	
A lead	der is one who sees	than others see.	
		3 9	
]	Law of Navigation—	
	The Law of N	lavigation— "Anyone can steer a ship	b
	but it tak	kes a leader to chart the course."	

The 21 Irrefutable Laws of Leadership

000

Connects with People

An Influencer...

8.	C	with people	
		+	_ = Connection

Why people connect when they communicate

1.	People listen because of who you know.
2.	People listen because of what you have suffered.
3.	People listen because of what you know.
4.	People listen because of what you have achieved.
5.	People listen because of what you are able to do.
6.	People listen because of what you sense.
7.	People listen because of your integrity.
8	People listen because of your heart.
9	People listen because you identify with their needs
10	People listen because of your passion.

Evaluation: Why do people listen to you? List your top two responses, from this list:	
1	
2	
low to connect with people	
1) Go to	
Connecting with people meansFinding their agenda first.	
2) Communicate from the	
You've got to love like you'll never get hurt. You've got to dance like there's nobo	dy
watching. You've got to come from the heart if you want it to work.	
— SUSANNA CLARKE, writer	
3) Find the to their life.	
Every person has a key to their life. When you find it, ask permission to turn then turn it with integrity.	it on

30

Session 4

Empowers Others

A 1			
Λn	Intli	IAN	cer
		4 C I I	CCI

9. E _____ others



Through these doors pass ordinary people on their way to accomplishing extraordinary things.

— SIGN AT WALMART HEADQUARTERS



Questions to ask before you empower others

- 1. Do I believe in people and feel that they are my organization's most appreciable asset?
- 2. Do I believe that empowering others can accomplish more than individual achievement?
- 3. Do I actively search for potential leaders to empower?
- 4. Would I be willing to raise others to a level higher than my own level of leadership?
- 5. Would I be willing to invest time developing people who have leadership potential?
- 6. Would I be willing to let others get credit for what I taught them?
- 7. Do I allow others freedom of personality and process, or do I have to be in control?
- 8. Would I be willing to publicly give my authority and influence to potential leaders?
- 9. Would I be willing to let others work me out of a job?
- 10. Would I be willing to hand the leadership baton to the people I empower and truly root for them?

Empowerment decisions I made concerning an assistant:

- 1) I determined not to know .
- 2) I determined not to know everything ______ .
- 3) I determined not to become the _____ source of communication.
- 4) I determined to let someone else ______.
- 5) I determined to stay with my ______.

Empowerment means:

- 1) the potential of the individual and the proper fit for the job.
- 2) _____ words that encourage, equip, and empower that person.
- 3) _____ your knowledge, experience and influence with them.
- 4) _____ to others your belief in and power given to that person.

Reproduces Others

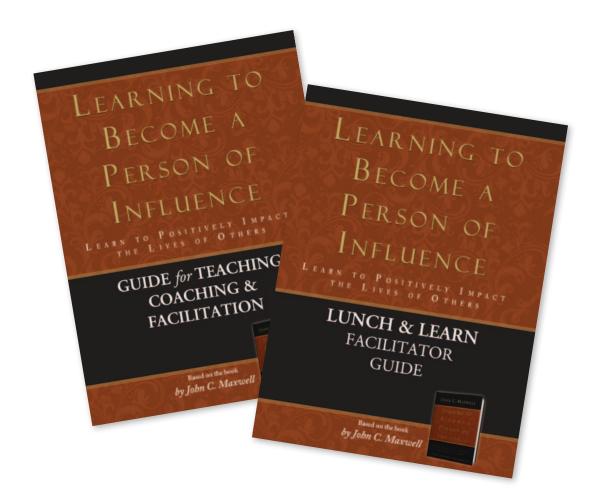
An Influ	iencer	
10.	. R others	3
	be, you will not advance far in b	o, no matter how engaging your personality may usiness if you cannot work through others. OHN CRAIG
85%	% of the leaders attract	
10%	% of the leaders attract	
5%	of the leaders reproduce	
How car	n I reproduce other lead	ers?
1.	go	od leadership.
2.	Provide leadership	
3.	Provide leadership	·
4.	Provide leadership	·

5. Create a _____

A growth environment is a place where:

1)	Others are	of you.	
2)	You are still		
3)	Your focus is	·	
4)	The atmosphere is		
5)	You are out of your		zone.
6)	You wake up	·	
7)	is not fear	ed.	
8)	Others are	_ •	
9)	There is willingness to		·
10)) is modele	d and exp	ected.

Need more Workbooks or Resources?



Order these resources online at:

JohnMaxwellGroup.com

Notes:

Notes: