



# School of Leadership Prospectus

# 1.0 Introduction

## Welcome to [Harvest Institute](#)

We are delighted that you have decided to enroll for the Harvest Institute Leadership course and look forward to spending the year together as we seek to craft solutions to the leadership challenges that face our nation, continent and the world.

## 2.0 Course Structure

The Leadership course at Harvest Institute runs for a duration of Twelve months starting in January and ending in December. Lectures are conducted on a designated Saturday once every month in an intensive and interactive learning environment.





## Lecture Dates

Below is the detailed schedule of the lecture dates for 2021. The 12 classes are divided into four physical classes and eight online classes. Physical classes shall be held at the Harvest Institute premises on the Worship harvest campus at Naalya, Kampala, Uganda. Please make your travel arrangements early enough in order to be present at each physical class.

### Dates for Physical classes

- a) January 9<sup>th</sup>
- b) March 13<sup>th</sup>
- c) October 16<sup>th</sup>
- d) December 11<sup>th</sup>

### Dates for Online classes

- e) February 6<sup>th</sup>
- f) April 17<sup>th</sup>
- g) May 15<sup>th</sup>
- h) June 12<sup>th</sup>
- i) July 10<sup>th</sup>
- j) August 14<sup>th</sup>
- k) September 11<sup>th</sup>
- l) November 13<sup>th</sup>

**Note:** *These dates are subject to change.*



## 2.2 Attendance of Lectures

Since lectures are held only once a month and the dates are scheduled at the start of the year, it is your responsibility to plan your annual schedule to ensure that you attend all lecture sessions without fail. A record of attendance shall be kept. Missing more than two lecture sessions will lead to immediate discontinuation.

## 2.3 Study Day Format

Here is what a typical Saturday of Intensive Learning at Harvest Institute looks like;

TIME	ACTIVITY
08:15 - 08:50am	Arrivals & Interactions
08:50 - 9:00am	The Leader's Creed
09:00 - 10:00am	Lecture hour 1
10:00 - 11:00am	Lecture hour 2
11:00 - 12:00pm	Lecture hour 3
12:00 - 01:00pm	Lecture hour 4
01:00 - 02:00pm	Lunch & Interactions
02:00 - 04:00pm	Group Discussions/Labs

**Note:** This is subject to adjustment by the lecturer.



- a. We will be great stewards of time knowing how inflexible a resource it is, anyone who arrives after 08:50am will be subject to a fine of **UGX 20,000**.
- b. Each lecture hour will be divided into 40 minutes of teaching, 10 minutes of responses and a 10minute break.

## 2.4 The Learning Approach

Our approach includes both traditional learning methods like lectures, discussions, assignments as well as experiential learning where students will be asked to perform tasks or get

into learning environments outside of their comfort zones so as to wholesomely grow into the kind of leaders that we need; doers, and not just people equipped with head knowledge.

## 2.5 Assessment Groups

The class will be divided into several assessment groups. Each group shall be headed under an assessor who will evaluate student progress and give necessary guidance throughout the course of the year. For easy coordination, the students will be added to two Whatsapp groups: a general group for the 2021 Intake and another for their given assessment group.

# 3.0 Course Content & Assignments

The Harvest Institute Leadership Course is divided into four quarterly themes. Each theme deals with particular aspects of leadership that will be examined through a series of lectures and assignments.

## 3.1 Course Content & Module Assignment Deadlines

QUARTER 1 (JANUARY-MARCH)			
Theme: Leading Self			
	Module	Date	Module Assignment Deadline
1	Becoming a Leader of Influence	9 <sup>th</sup> January	31 <sup>st</sup> January
2	Intentional Growth as a Leader	6 <sup>th</sup> February	28 <sup>th</sup> February
3	A Leader's Personal Finances	13 <sup>th</sup> March	31 <sup>st</sup> March

QUARTER 2 (APRIL-JUNE)			
Theme: Leading Other Individuals			
	Module	Date	Module Assignment Deadline
1	The Bible Essentials	17 <sup>th</sup> April	31 <sup>st</sup> April
2	Discipleship & Mission	15 <sup>th</sup> May	31 <sup>st</sup> May
3	Communication & Influence	12 <sup>th</sup> June	30 <sup>th</sup> June

**QUARTER 3 (JULY-SEPTEMBER)**  
**Theme: Organizational Leadership & Management**

	<b>Module</b>	<b>Date</b>	<b>Module Assignment Deadline</b>
1	Strategic Leadership & Management	10 <sup>th</sup> July	31 <sup>st</sup> July
2	Building High Performance Teams	14 <sup>th</sup> August	31 <sup>st</sup> August
3	Organizational Financial Management	11 <sup>th</sup> September	30 <sup>th</sup> September

**QUARTER 4 (OCTOBER-DECEMBER)**  
**Theme: Leading in a Changing World**

	<b>Module</b>	<b>Date</b>	<b>Module Assignment Deadline</b>
1	The Ugandan & African Context	16 <sup>th</sup> October	31 <sup>st</sup> October
2	Church Begins on Monday	13 <sup>th</sup> November	30 <sup>th</sup> November
3	Final Interviews & Graduation	11 <sup>th</sup> December	N/A

## 3.2 Assignments

The Leadership Course assignments are divided into two main categories namely:

- a. Monthly Assignments
- b. Year Long Assignments

### 3.2.1 Monthly Assignments

Every month, you will be required to read at least two books. A list of the required reading for each module covered is detailed below. Please plan to acquire your own copies of these books well in advance. You will receive a list of some of the books you can purchase from the Institute.

The students will be given two to three assignments to test their application of the concepts covered in each module. The assignments will be in form of a written synopsis, a group discussion and group or individual activity focused on the students' application of what they have learned.

**Note:** Assignments for each module will be communicated at the end of every class day.







BOOK TITLE	MODULE	AUTHOR
21 Irrefutable Laws of Leadership	One	John C Maxwell
5 Levels of Leadership	One	John C Maxwell
15 Invaluable Laws of Growth	Two	John C Maxwell
Courageous Leadership	Two	Bill Hybels
Straight Forward Financial Growth	Three	Moses Mukisa
Celebration of Discipline	Three	Richard J Foster
How to read the Bible for all it's worth	Four	Gordon D. Fee & Douglas Stuart
Scripture and Authority of God	Four	NT Wright
Leading Missional Communities	Five	Mike Breen
Culture of Honor	Five	Danny Silk
Communicating for a change	Six	Andy Stanley & Lane Jones
Speaker, Leader & Champion	Six	Jeremy Donovan
Team of Teams	Seven	General Stanley McChrystal
Good to Great	Seven	Jim Collins
The Advantage	Eight	Patrick Lencioni
The 5 dysfunctions of a Team	Eight	Patrick Lencioni
To Be Communicated	Nine	N/A
State of Africa	Ten	Martin Meredith
Church Shift	Eleven	Sunday Adelaja



### 3.2.2 Synopsis

For purposes of this course, a synopsis will be defined as a write up on the main theme of a given book and how the student intends to apply what they have learnt in their leadership journey. Unless otherwise stated, each synopsis must have a minimum word count of 1200 and a maximum of 1500. Please maintain the font and font size as Cambria 2.0 for all your assignments with a 2.0 spacing.

### 3.2.3 Group Activity/Discussions

For some modules, your application of the concepts of a particular book shall be evaluated through group activity/discussions. Time and structure of group discussions shall be determined and communicated by the group assessor. Attendance and participation in all group activities/discussions is compulsory.

### 3.2.4 Written Assignments

All written assignments must be emailed to [harvestinstitute@worshipharvest.org](mailto:harvestinstitute@worshipharvest.org). Please ensure that your assessor is kept in copy of all emails you send to the Institute. Assignments must be saved in this format: Student Name-Module-Assignment (E.g. *Amaria Atutaka-Module 1-2030 Letter*).

### 3.2.5 Late Submission Penalty

All assignments sent in past 5pm East Africa Time on the submission date will be subject to a fine of **UGX 50,000** for every day that the assignment remains unsubmitted.

## 3.3 Yearlong Assignments

Below is the full list of yearlong assignments; Failure to meet the requirements for each of them will lead to a fail.

### 3.3.1 Personal Growth Assignments

All leadership must start with self-leadership and personal growth. You will be required to demonstrate this through the two assignments below.

# 1

#### *Get Specific about Purpose, Strategy, Values (PSV)*

You will be required to start developing your PSV and to keep refining it throughout the course of the year.



### 3.3.2 Influence in writing

As a leader, you must influence people across time and space. One of the best ways you can do this is through writing. You will be required to demonstrate this influence in writing through the two assignments below.

# 1

## *Write and Publish a book*

Your book must meet the following criteria

- You can write about any topic of your choice.
- The book must be published before **3<sup>rd</sup> December 2020**
- All expenses to do with the book are to be covered by the student.
- You cannot self-edit your book. You must have an editor.
- The book must have a minimum of 70 pages.
- You must be the sole author. You cannot co-author.
- You must follow internationally recognized citation methods. Plagiarism will not be entertained.
- You must have your final edited copy ready for review and handed in by 8<sup>th</sup> October. **Please note that if you miss this deadline you will be discontinued.**



### Book Deadlines

Date	Required Info
28 <sup>th</sup> March 2021	Book Title/Topic
25 <sup>th</sup> June 2021	Unedited First Draft in PDF format
27 <sup>th</sup> August 2021	Name of your editor and cover designer
8 <sup>th</sup> October 2021 Book Reviews	Edited Final draft in PDF format Final cover design and Blurb ISBN
3 <sup>rd</sup> December 2021	At least 20 printed copies of your book

# 2

## *Write a Blog*

You must write a blog at least **once every fortnight**. Please note that the indiscipline of writing 20 blogs in one night in November 2021 simply to meet the requirement will not be entertained. For every month, you must have written a minimum of two blogs.



### 3.3.3 Social/community Influence

# 1

## *Start a Neighborhood Connection Initiative and /or an Extended Family Connection Initiative.*

As a leader, your influence must be felt in your immediate circle of connections be it family or neighborhood. This assignment shall enable you to grow this influence.

# 2

## *Start or Run a Discipleship Huddle or Missional Community.*

As a leader, you must be able to attract followers to a specific cause and in time multiply your influence through them. This tests your ability to influence people you aren't paying.

### 3.3.4 Events/travel/conference

Conferences stir us up to grow. They enable us to make connections with others and teach us about planning and the sacrifice of spending money in order to pursue growth.

#### 1 *Attend The Fearless Summit 2021 in Nairobi in June*

You must travel to Nairobi by air. Please plan your travel and accommodation well in advance. For all students living in Kenya, you will be required to fly to Uganda by air for the Transform conference. The conference dates will be communicated.

#### 2 *Attend and Serve at Transform 2020.*

The conference will take place in September. The dates will be communicated.

## 4.0 Tuition

### 4.1 Tuition Fees

The tuition for the course is One Million, six hundred thousand Shillings (**UGX 1,600,000**).

### 4.2 The Tuition Payment Structure

All successful candidates will be required to make a down payment of **UGX 600,000** before the first class on 9<sup>th</sup> January 2021. Subsequent payment of the remaining amount (**UGX 1,000,000**) can be made in manageable installments as shown in the table below:

Date	Deposit	Minimum Expected Amount	Class Attendance Pass
Initial Deposit (By 9 <sup>th</sup> January)	600,000	600,000	January - February classes
By March 13 <sup>th</sup>	350,000	950,000	March- April classes
By May 15 <sup>th</sup>	350,000	1,300,000	May - July classes
By July 31 <sup>st</sup>	300,000	1,600,000	August - December classes

Please note that Leaders will only be able to attend modules for which they are up to date with tuition.

### 4.3 Tuition Installments Fine

For every tuition installment deadline missed, a fine of **UGX 100,000** will be added to the Student's tuition balance.

### 4.4 Deadline for Final Payment of all Fees

The deadline for tuition payment is 31<sup>st</sup> July.

### 4.5 Payment Options

Leaders can either pay to the Institute bank account or the airtel Momo pay account. The Institute will not receive cash or mobile money payments. The Leaders are required to email a copy of their payment slip and any other authentic proof of payment to the Institute (e.g. screenshots of momo pay transaction messages) before a receipt is issued. Please maintain the same mail trail for all your proof of payment under the subject Tuition Payment Slip. It's until we receive your proof of payment that your tuition will be captured.



#### 4.4.1 Bank Details

Bank: Housing Finance  
Branch: Ntinda  
Account Name: Harvest Institute Limited  
Account Number: 0400112825

Note: The MTN Momo Pay details will be shared as soon as the account is ready.

#### Airtel Momo Payment Process:

1. Dial \*185\*4\*9#
2. Enter Merchant ID/Business Number : 1175733
3. Enter Amount
4. Enter Reference /Reason of payment: For example **HI Tuition Amaria Atutaka /Books Amaria Atutaka**
5. Confirm with PIN

# 5.0 Assessment of Assignments

All assignments will be reviewed by the Group Assessors. Written assignments will be emailed to [harvestinstitute@worshipharvest.org](mailto:harvestinstitute@worshipharvest.org) and the respective assessor must be kept in copy of all emails sent to the Institute. The Group Assessors will give monthly feedback on all your assignments within 14 days of submission. All assignments that need to be redone will be under a two weeks window after which the late submission

penalty will apply. The student is free to write to the Institute if they do not receive assessment results within the 14 days window. This email should be addressed to the Registrar and sent to the Harvest Institute email address. Please keep the subject as **Delayed assessment Feedback** for such emails.

## 5.1 The Assignment Fail

### 5.1.1 Monthly Assignments

You will have a fail in an assignment if the following happens;

1. Failure to submit a written assignment
2. Failure to attend a group discussion
3. Failure to attend a lecture session
4. Submission of a substandard written assignment having been requested to re-do it

In order for you to graduate from the course, you should have no more than 2 fails for both the monthly and yearlong assignments.

### 5.1.2 Yearlong Assignments

You will have a fail in yearlong assignments if you do not meet all requirements stated in the Assignment Section 3.3.







The following yearlong assignments cannot be among your two fails:

- Write and publish a book
- Write a Blog at least once every fortnight
- Start or Run a Discipleship Huddle or Missional Community or Church Plant.
- Attend The Fearless Summit in Nairobi. **You will be required to travel by air.**
- Attend and serve on a team at Transform 2020

The Leader will not graduate if he/she fails any of the above yearlong assignments regardless of whether he or she has performed excellently in the rest of the yearlong assignments and module assignments. **These five yearlong Assignments CANNOT FEATURE** among the **Two Fails**.



# 6.0 Discontinuation



## 6.1 Grounds for Discontinuation

### 6.1.1 Non- Attendance

You can only miss a **Maximum of Two Classes** out of the 12 Institute classes. If you miss more than two classes, you will be discontinued. You will also be required to write to the institute before any class you are not able to attend to help us properly plan logistics.

### 6.1.2 Monthly Assignments

A leader can only have a **Maximum of Two Fails**; any more fails will lead to discontinuation.

### 6.1.3 Yearlong Assignments

If you fail any of the assignments listed in **section 5.1.2** you will be discontinued.

## 6.2 Voluntary Discontinuation

You may apply to leave the institute at any point during the course of the year. You must do it in writing (by email to [harvestinstitute@worshipharvest.org](mailto:harvestinstitute@worshipharvest.org)) clearly stating the reasons for your exit.

You will be required to clear all unpaid tuition fees.

# 7.0 Graduation Requirements

In order to graduate you must have fulfilled the following requirements;

1. Full payment of Tuition Fees.
2. Must have attended a minimum of 10 classes.
3. Must have a maximum of Two fails (module & yearlong assignments combined)
4. Must have passed all the Pre-requisite assignments.

- A Published and Printed Book (A minimum of 70 pages)
- A minimum of 22 blogs
- Started a discipleship huddle or missional community or church plant.
- Attended Fearless Summit in Nairobi and traveled by air.
- Attended and served on a team at Transform 2020





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