



INSPIRE WOMEN
LEADERSHIP ACADEMY
LEADERSHIP CERTIFICATE
SYLLABUS

I. DESCRIPTION

Inspire Women's Leadership Certificate develops women to have the spiritual fortitude to define, pursue, and finish God's mission for their lives; with an emphasis on how God's Word teaches us to transform emotions of loneliness, rejection, and fear to respond to life's challenges in a way fitting for the daughter of a King.

II. LEARNING OBJECTIVES

The student will:

- **Develop** an understanding of the accountability of God's leaders to exhibit godly emotions in decision making.
- **Learn** that being the daughter of a King is a tangible choice to act according to the royal family's code of behavior as spelt out in the Bible or as exemplified by Bible characters who are our faith siblings.
- **Discipline** one's responses to disappointments and setbacks by choosing to process the pain of loneliness, rejection and fear according to the royal family code of behavior.
- **Cultivate** a heart for the community and authentic friendships with other women with leadership responsibilities in the city.
- **Complete** a project that takes into consideration the student's spiritual journey to-date and helps her to reach the next level in ministry or a better understanding of God's purpose for her.

III. REQUIRED MATERIAL AND METHOD

A. Required Material

Carman, Anita. Workbook, *Transforming Emotions in a Leader's Heart*. Houston. Published by Inspire Women. 2007. (Cost of the book is covered in your tuition).

B. Method

- a. Whole group lecture taught by Anita Carman, Founder of Inspire Women, MBA, MABS. (Either in person or on DVD)
- b. Small group discussions by a facilitator



IV. REQUIRMENTS

- A. Weekly Reading/Homework Assignments:** Practice is essential to perfect both the discipline of transforming emotions based on biblical principles. To get the most out of the lecture time, weekly readings and associated homework must be completed before class. In order to receive credit for the module, all four (4) readings and accompanying homework assignments must be completed.
- B. Final Exam:** Each module will conclude with a final exam. Exams are based on content of the text book, not on whole group lecture time or small group discussions. Students are required to pass the final exam with a score of 70% or better. If needed the exam can be retaken within the week following the last class.
- C. Re-teaching:** *The student will show understanding of the Module material by:*
- ✓ Organizing a group of one (1) or more women
(can be a family member, neighbor, church member, or coworker)
 - ✓ Share on at least one topic from the current module material
 - ✓ Each participant attending your session needs to fill out a spiritual re-teaching form sharing how the material transformed their emotions. Submit the form on or before the last day of each module.
- D. One on One Spiritual Coaching:** After completion of two (2) modules student will meet individually with Anita Carman, designated staff personnel or a spiritual coach appointed by Anita to assess where she is in her spiritual journey. A personal project will be crafted to help each student reach the next level of service or spiritual development. Examples of projects in the past included: Develop an outline for a book, obtain a 501 (c) 3 status for a non-profit ministry, raise funds for a ministry or write a response paper to a book that addresses an area the student is struggling with.
1. This project is mandatory for the completion of the Inspire Women Leadership Certificate Program.
 2. You must submit your project by the date outlined on your status report. **NO LATE PROJECTS WILL BE ACCEPTED AND FAILURE TO TURN IN YOUR PROJECT MEANS YOU WILL LOSE CREDIT FOR THE CLASS.**
 3. You must submit your completed project to the Academy coordinator
 4. If you need an extension or you need to change your project for any reason, you must submit a change of project form **at least 30 days** prior to your due date. You may get an extension form from the Academy coordinator. Project extensions/changes are subject to approval.



V. POLICIES

A. Attendance: This Certificate was designed with personal interaction and mutual encouragement with other women as an important part of transforming one's emotions for God's purpose. Therefore, to earn credit for the modules, regular attendance is mandatory.

When attending a Leadership Certificate class students must abide by the scheduled time of the class. Students who show up later than 15 minutes to class or leave more than 15 minutes early from class **will be counted as absent for the class.**

******A total of two (2) absences are permitted during the twelve (12) weeks of modules. No more than one absence per module is permitted.**

******If you are doing a one-day session for all (3) modules no absences are permitted in the one-day session**

In order to participate in the one-day session:

1. All the homework and reading for current module must be done BEFORE coming to class.
2. There will be an exam at the end of the 4th video. All the questions come from the book reading that you completed prior to class.
3. You will need to re-teach a section of the material to at least one person, and turn in the re-teaching form on or before a week later. We suggest that you schedule that re-teach prior to class.
4. There will be a 30-minute lunch break, please bring your own lunch.

B. Class Participation: Students are expected to take accurate lecture notes during whole group sessions. Students are also encouraged to fully participate in small group discussions by sharing openly, yet discretely with group members as the Spirit of God leads them. Under no circumstance should any personal information given in confidence be a topic of gossip outside of the class. To protect the privacy and reputation of others, students may share a situation without revealing specific names.

You will learn to use these four questions to filter through emotions both through the Module classes and group discussions. The facilitator will continuously bring the group discussion back to these questions.

1. *What am I feeling?*
2. *Is what I am feeling at a level that is in proportion to what just happened?*
3. *Is there a teaching in God's Word that parallels the situation I just encountered?*
4. *If there is not a specific verse I can find, then ask: Is there is a biblical example of someone who dealt with a similar situation?*



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C. Late Assignments & Submission Deadlines: Assignments must be submitted by the published due date. In the event that assignments are not submitted within the allotted time period, students will not receive credit for the module. In cases of extreme personal emergency, women should contact designated Inspire Women personnel for arrangements to fulfill the requirements as soon as possible. Inspire Women may choose to waive the penalty in such cases at their discretion.

D. Duration: The Leadership Certificate is designed where a student can complete all modules in one (1) calendar year. However, a student may take up to a period of two (2) years to meet all requirements.

Students desiring to receive certification from Inspire Women or course credit from an accredited institution must complete the Leadership Certificate within two calendar years from the start of their first module. Start dates are determined by the first module you attend. Failure to complete all requirements within the allocated time period will result in the student losing credit. In order to complete the Leadership Certificate, the student must re-enroll and pay the full tuition of the course. In cases of extreme personal emergency, women should contact designated Inspire Women personnel for arrangements to fulfill the requirements as soon as possible.

Prior to the start of your first module, please read pages 1-20 of Transforming Emotions in a Leader's Heart

Fear Module

Week One – DUE: First Night	218-241
When your physical welfare is at risk	
When you fear unemployment and poverty	
Week Two	242-267
When the odds are against you	
When you fear failure	
When you face suffering	
Week Three	268-279
When someone is angry or jealous	
When choices you can't control affect you	
Week Four	280-301
When you lose your children, assets, or health	
When you fear divorce or widowhood	
When someone breaks a promise	
Summary on transforming fear to fulfill God's purpose.....	302-306



Loneliness Module

Week One – DUE: First Night:	21-40
When something is missing from your life	
When God releases you from a leader	
Week Two –	41-63
When you lose a co-laborer in ministry	
When you release your child to God	
When you accept God’s decision to move on	
Week Three –	64-84
When God is silent in the storms of life	
When God delays	
Week Four-	85-118
When you feel no one is serving with you	
When you’ve totally let God down	
When God expects you to follow His voice	
Summary on transforming loneliness to fulfill God’s purpose	119-124

Rejection Module

	Pages
Week One – DUE: First Night	125-148
Rejected by your family	
Rejected by a culture or community	
Week Two	149-168
Rejected as being imbalanced	
Rejected by those with greater business sense	
Rejected by those who question your calling	
Week Three	169-184
Rejected by your peers or team mates	
Rejected by the leader you esteemed highly	
Week Four	185-212
Rejected by those you are leading	
Rejected by those with money	
Rejected by those who criticize you	
Summary on transforming rejection to fulfill God’s purpose	213-217

Concluding Thoughts:

I almost abandoned God’s Dream.....	308
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