

Organizing Area Seminars

1. H.I. Seminar Objective

An "Objective" is usually a broad, descriptive, non-measurable and qualitative statement relating to a vision. In absence of an objective, a seminar will be directionless. Therefore, an objective is a 'must' for any kind of programme.

The Haggai Institute seminar has a specific objective and the curriculum is geared to meet this objective.

The general objective of a H.I. seminar is -**"At the end of the seminar the participant will be a transformed leader with the necessary skills to lead others to Christ both by word and example and also enable others to the same."**

2. Identifying the Specific Objective(s) and defining the Need

Besides the above stated objective each seminar must be highly focused on certain specific needs and change that it wants to bring. The ultimate goal of a H.I. seminar is transformation in terms enhancing skills, being an exemplary leader and being an enabler. The local organiser(s) should state the specific transformation they want to see in the lives of the participants at the end of the seminar. This may depend on the local or regional need and situation.

3. Seminar proposal Form (SPF)

The first document that needs to be prepared while planning a seminar is the Seminar Proposal Form after identifying the need. It will help to be focused on the target group, the reason why this particular target group needs the H.I. training and how they would benefit from the seminar. This document is very crucial since the entire planning of the seminar begins with the end in view.

Once the organiser(s) finalise to have a seminar they need to send the proposal to H.I. Regional Representative. The organiser(s) can launch out into action under the guidance of the H.I. India staff or coordinator in materialising the seminar. The seminar proposal form needs to be filled up by the organizers for obtaining approval to organize a seminar.

4. Why a seminar?

Identifying the burden, defining the need and the objective of the proposed seminar will be the primary input before other steps are taken in organising a seminar. A seminar should be driven by need and vision. Unless the alumni are clear about this they should not organise a seminar for the sake of doing it.

5. Prayer is the key

Right from the very inception of the idea, the entire Seminar process must be soaked in prayer and even fasting prayer where there is a need.

6. Organising a Seminar

The decision to conduct a seminar is taken by the Alumni. So they own the responsibility of the entire seminar. The word "Organisers" used in other places of the manual refers to the organising H.I. Alumni or the H.I. Alumni Association. The organisers could also be a non-H.I. Alumni or an Organization, who felt the need to have the H.I. training.

7. Target Audience

The target audience follows the identified need while preparing the Seminar proposal Form. Based on the burden of the seminar the participants are first prayerfully identified and then recruited for the seminar.

8. Appointing Resident Coordinator/Anchor Person

Once the decision has been taken to organise a seminar it is very important to finalize the Anchor Person/ Resident Coordinator for the Seminar. **The decision to fix an Anchor Person/ Resident Coordinator is taken in coordination with the Regional Director/ Area Manager.**

9. The Seminar Proposal Form (SPF) , as explained earlier will be the base document with which all the other aspects of the seminar are decided. The decision of the subjects and the faculty will be a crucial decision for the seminar. Based on the SPF it will be decided as to what will the subjects that need to be covered in the seminar.

10. The whole seminar is built and knitted to achieve the objective stated in the SPF. To do so each of the key areas of the objective and the topics within each of the key areas need to be clearly understood. The subjects of the seminar have to be from the Curriculum of the H.I.

11. Seminar Curriculum

The following is the spread of subjects in the H.I. Curriculum, which flows from the general objective of the seminar.

The following are the standard subjects for Area Seminars (AS):

Subjects for Area Seminar (Minimum 14 sessions)

Option A: Total 5 subjects of 3 periods each = 15 Sessions

Option B: Total of 4 subjects of (2 subjects X4 periods+ 2 subjects X3 periods) =14 session

Note: No subjects will be less than 3 periods or more than 4 periods.

a. Core Subjects:

1. Biblical Mandate for Evangelizing

2. Leadership

3. Any 1 (one) of the following three:

i. Blessing Hindus

ii. Being a witness in the marketplace

iii. Blessing Muslims

4 & 5. Any 1 (one) or 2 (two) of the following subjects:

a) Integrity

b) Stewardship

c) Communication

d) Goal Setting

e) Evangelizing to and through family

f) Reaching the next generation

12. Sequence & Pairing subjects for Area Seminar:

The following are the Sequence & Pairing of subjects for Area Seminar (AS):

- a. Biblical Mandate for Evangelizing & Leadership (Non-negotiable pair)
- b. Subject no. 3 & Subject no. 4
- c. Subject no. 5 & Subject no. 6

13. Subject Titles and Objectives:

The following subject titles and objectives for all the subjects covered in Area Seminars of Haggai Institute, India are fine-tuned as follows (The list is for all levels of Haggai Institute Seminars):

1. Biblical mandate for Evangelizing

At the end of the subject 'Biblical Mandate for Evangelizing', the participant will be able to take responsibility for evangelism, based upon an understanding of the purpose of the Gospel and its centrality in God's purposes for man.

2. Leadership

At the end of the subject 'Leadership', the participant will be able to use his/her calling as a leader to influence people through his/her leadership skills, styles and behavior for extension of God's Kingdom.

3. Stewardship

At the end of the subject 'Stewardship', the participant will recognize God's ownership of all resources and commit to Biblical principles of stewardship.

4. Integrity

At the end of the subject 'Integrity', the participant will be committed to live by Biblical values in all situations and thereby be an effective witness for others to lead to Christ.

5. Communication

At the end of the subject 'Communication', the participant will be able to overcome communication barriers and be more effective in leading others to Jesus Christ.

6. Goal Setting

At the end of the subject 'Goal Setting', the participant will develop her/his personal mission statement and be equipped to set goals to achieve her/his mission.

7. Blessing Hindus

At the end of the subject 'Blessing Hindus', the participant will create awareness among Hindus as to why Christ is the only way of salvation and the hope of eternal life.

8. Blessing Muslims

At the end of the subject 'Blessing Muslims', the participant will create awareness among Muslims as to why Christ is the only way of salvation and the hope of eternal life.

9. Evangelizing to and through Family

At the end of the subject 'Evangelizing to and through family', the participant, along with his/her family will be effective witnesses for Jesus Christ.

10. Reaching Next Generation

At the end of the subject 'Reaching the next generation', the participant will create awareness among the members of the next generation as to why Christ is the only way of salvation and the hope of eternal life.

11. Being a Witness in the Marketplace

At the end of the subject 'Being a witness in the marketplace', the participant will create awareness among those in the marketplace as to why Christ is the only way of salvation and the hope of eternal life.

14. Subjects and Faculty

The organizing body or Alumni Association may propose the subjects and the faculty in the seminar proposal form. But, H.I.India has the final say regarding subjects and faculty of a seminar. This is an area where H.I.India really wants to be very cautious as the success of a seminar primarily depends on the placement of right faculty. The SPF becomes a very crucial document in deciding the subject and faculty for the seminar. Therefore, this needs to be done with much prayer and discussion between the organisers and the H.I. India Representative.

15. Faculty travel Reimbursement and Honorarium

External Faculty travel cost is reimbursed on actual basis. Local faculty residing within city/town/village limit need not be paid anything towards travel but this is left to the organisers.

For outstation faculty actual travel expenditures for conveyance etc. and honorarium at the rate of Rs. 500 to Rs. 1000/- needs to be paid.

16. Faculty Hospitality

External faculty needs to be provided hospitality, during their stay for the seminar. Faculty should be provided with a single room with attached bathroom wherever possible. The faculty should have her/his room in the same premises as of the participants. This enables better interaction between faculty and participants.

17. Seminar Finances

How are the finances raised to organize and conduct the seminars ? This section deals with this vital matter. It is our firm conviction that ownership of the seminar implies that the organizing Alumni Association or the organizing body takes full responsibility for the financial viability of the seminar. The following aspects need to be kept in mind while planning the finances.

18. Physical Arrangements

In the Haggai Institute seminars, reasonably good physical arrangements are provided for the participants. The purpose, behind this, is that the participants must be well rested and comfortable in order to assimilate the teaching to the maximum.

19. Seminar Hall & Ambience

The seminar hall is the place where the participants will spend most of their time during the seminar. The following factors are important in arranging the seminar room. A seminar hall must be comfortable and conducive for learning.

- a. Seating and ventilation must be adequately comfortable for the participants.
- b. Free from air and noise pollution. The Hall should be clean, tidy, dry and serene.
- c. Sufficient light.
- d. Noiseless fans.
- e. Do not create a museum or flower show in the seminar hall. It should not be over decorated.
- f. Provision must be made for a LCD projector, Computer, black or white board.
- g. Adequate stationery, Photocopies of handouts of the faculty and extra transparency sheets must be made available.
- a. Song books or choruses on transparencies accompanied by a musical instrument will be helpful.
- h. Easy access to the rest room from the seminar hall.
- a. A table bell for the use of the chairperson to maintain class time must be provided.

✓Contact

For further details regarding organizing a Haggai Institute Advanced Leadership Seminar Please contact:

Haggai Institute
Plot # 47,48 & 49 Raja Reddy Nagar
Dammaiguda (V), Nagaram P.O.
Hyderabad-500 083, Andhra Pradesh
Tel: 040-27131209/32928823
Tele-Fax: 040-27141221
Email: hiindia@haggai-india.com
Website: www.haggai-india.com