

DEPARTMENT: TALEEM (EDUCATION)

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Time commitment required by a local Nazim: 15 – 30 minutes a day

How can you reach us: Via Email or Phone provided above

Estimated response time for phone and email inquiries: Within 24 hours, InshahAllah.

Department Objective:

- Holy Qur'an: Rabbay Zidni I'lma (20:115)--O my Lord, bestow on me increase of knowledge (20:115)
- Prayer of Promised Messiah^(aw): Rabbi Arainee Haqaa'iqaal Ashya'ee--Oh My Lord, teach me the ultimate truth underlying everything.
- Mohtamim shall implement plans to make the Jama'at familiar with Islamic Knowledge.
- He shall arrange to educate the illiterate.
- He shall strive to establish libraries in the Majalis.
- He shall implement appropriate schemes to enhance literary taste and raise intellectual standard in Jama'at.

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
To inculcate Islamic values in Khuddam and increase their Knowledge base	<ul style="list-style-type: none"> • Salat: Khuddam should know Salat with translation 	<ul style="list-style-type: none"> • # of Khuddam who know Salat in Arabic • # of Khuddam who know Salat with translation 	<ul style="list-style-type: none"> • CD of Salat with translation provided by MKA, USA. Viewable and downloadable at http://alislam.org/salaat/index.html
	<ul style="list-style-type: none"> • Quarterly Workbooks: Khuddam should read and take Quarterly workbook tests. These workbooks are prepared by gathering information from various sources 	<ul style="list-style-type: none"> • # of Khuddam who have taken Quarterly workbook tests 	<ul style="list-style-type: none"> • Quarterly workbooks prepared and provided by MKA, USA

NOTE: Data needs to be collected by name and member code of each Khadim (See template at the bottom)

How do you win Alme Inami?

Alme Anami's Minimum Eligibility Criteria for a Majlis

- 30 % Khuddam should know Salat
- 30 % Khuddam should know Salat with translation
- 30 % Khuddam should have taken Quarterly Workbook tests
- Majlis is holding atleast one meeting a month

Criteria for Alami Anami:

- % of Khuddam and total Khuddam who
 - know Salat
 - know Salat with translation
 - completed quarterly workbooks successfully
 - signed up and using the online tool
 - participated and won educational competitions at National Ijtema
 - participated in Taleem classes
 - participated in Quran classes
 - attended regional Taleem workshops
 - participated in the Essay competition
 - sent essays to center or had them published for MSQ, Ahmadiyya Gazette etc
- Regularity of Taleem classes
- On-time report submission
- Attendance of Qaid/Nazim Taleem in Quarterly/monthly teleconferences
- Qaid/Nazim Taleem calling Mohtamim Taleem at least once a month to go over his Majlis status in the area of Taleem

Communication Plan:

(This is a plan you will actively implement throughout the year to execute on your objectives.)

Target Audience	Method	Frequency	Message
Qaideen	Email Phone	Quarterly (As needed)	Review needs and see progress vs. plan Establish Relationship/review needs Call to 3 – 5 Majalis a week to ensure plan implementation
Amila Members	Email Phone	As needed	Coordinate plan with other Amila members
Regional Qaideen	Email Phone	Monthly (As needed)	Review needs and see progress vs. plan Establish Relationship/review needs

Local Department Nazim	Email Phone	Quarterly (As needed)	Review needs and see progress vs. plan Call to 3 – 5 Majalis a week to ensure plan implementation
Regional Department Nazim	Email Phone	Monthly (As needed)	Establish Relationship/review needs
General Membership	Email Phone Mujahid	Quarterly	Status Update

Local Implementation Plan & Important Deadlines

Date	Objective
January	Regional teleconferences with Regional Qaid/Nazim Taleem, Qaid/Nazim Taleem of Majalis to go over the status of each Majlis
February 05 th , 2007	Extra points for submitting results of 1st Quarterly Workbook test to center
February 25 th , 2007	Regular Deadline for Submitting results of 1st Quarterly Workbook test to center
April	Regional teleconferences with Regional Qaid/Nazim Taleem, Qaid/Nazim Taleem of Majalis to go over the status of each Majlis
May 05 th , 2007	Extra points for submitting results of 2nd Quarterly Workbook test to center
May 25 th , 2007	Regular Deadline for submitting results of 2nd Quarterly Workbook test to center
August	Regional teleconferences with Regional Qaid/Nazim Taleem, Qaid/Nazim Taleem of Majalis to go over the status of each Majlis
September 05 th , 2007	Extra points for submitting results of 3rd Quarterly Workbook test to center
September 25 th , 2007	Regular Deadline for submitting results of 3rd Quarterly Workbook test to center
October	Regional teleconferences with Regional Qaid/Nazim Taleem, Qaid/Nazim Taleem of Majalis to go over the status of each Majlis

Resources:

Qur'an: Khuddam should recite correctly Understand the meaning and be able to reflect upon it Memorize portions of The Holy Qur'an with	# of classes held monthly # of Khuddam attended classes # of Khuddam who know last 10 and 15 surahs of Holy Qur'an	Info on Dars ul Qur'an Teleconferences Coordinate with Local Taleem ul Qur'an Secretary/Missionary
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translation		Resource available for download at http://www.alislam.org
Essay Writing: a. Encourage Khuddam to write articles for MSQ, Ahmadiyya Gazette, Mujahid etc	# of Khuddam who have written articles	

Thoughtful Quotes on Department

(same sources as above)

Frequently Asked Questions:

Q: Where do I get the Taleem Syllabus/related materials

A: Mkausa.org under documents or email at khadim98@yahoo.com**Challenges/Advice:**

- Hold classes regularly
- Set agenda for the classes

Other Documents/Activities:

- Majlis should make sure that Dars ul Quran sessions are taking place atleast on a Jamaat level. If not, then Khuddam should log on to Quran sessions via teleconference
- Qaid/Nazim Talim should emphasize Khuddam should write articles for Ahmadiyya Gazetter, MSQ and Mujahid etc
- Taleem Survey Format is attached below.

