

Department of: **Taleem**

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Mirza Fateh-Ud-Din Ahmad	fatehahmad@gmail.com 920-216-0766	Mohtamim	Implementation of Taleem Departmental Plans. Creation of Workbooks. Contact with Regional/Local Nazimeen Taleem for information gathering and provide advice.
Saad Ahmad	saad.ahmad@gmail.com 920-203-2192	Naib Mohtamim (I)	Help with Ijtema Syllabus Contact with Regional/Local Nazimeen Taleem Provide Assistance during National Ijtema Monitoring of Wiki Pages related to Ahmadiyyat.
		Naib Mohtamim (II)	Help with Ijtema Syllabus Provide Assistance during National Ijtema Help in creation of Workbooks.

DEPARTMENT GOALS	
Top priority of the Dept	Ensuring that all Khuddam knows Salat with Translation. Regular holding of monthly Taleem Classes to cover the prescribed syllabus.

Other activities Local Majlis can do	<p>Encourage Khuddam to attend Taleem-ul-Quran classes.</p> <p>Form Book Clubs to discuss the books of Promised Messiah (AS), Khulafa and other Jama'at Scholars</p> <p>Fun Activities, Quiz competitions i.e. Jeopardy etc.</p>
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GOALS IN DETAIL						
Goal	Target <i>(to be used for Alme-e-Inami)</i>			National Target	Funding	Due Date
	Small	Medium	Large			
Taleem Classes (Minimum to be held at the Local Level)	6	4	3			10/31/2011
Number of Khuddam completing the Quarterly Taleem Workbook (Percent of Khuddam of the total tajneed)	50%	40%	30%			10/31/2011
Number of Khuddam enrolled in Quran Classes (Local or Nationally held Classes) (Percent of Khuddam of the total tajneed)	20%	20%	20%			10/31/2011
Learn Salat with Translation (Percent of Khuddam of the total tajneed)	75%	75%	75%			10/31/2011
Any other activities (Book Clubs, Quiz etc.) (At the Mohtamim Taleem discretion).	Extra Credit	Extra Credit	Extra Credit			10/31/2010

LOCAL IMPLEMENTATION	
What should a Local Nazim do to contribute toward the National Goals?	Make arrangements to hold Taleem Classes.

	<p>Encourage Khuddam to attend Taleem-ul-Quran classes (online and local).</p> <p>Encourage Khuddam to take the Workbook Quiz.</p>
How can a Local Nazim obtain the “How-To” Guide for the dept goals?	Mohtamim Taleem and his team.
What other Local Majalis have done to be successful?	The past winners were regular in their Taleem classes with higher percent of Khuddam completing the Taleem Quiz with Local Nazimeen reporting on time.
How can a Local Majlis win an award?	By being Proactive, meeting the target and exceeding it.
Who should a Local Nazim call for help?	National Mohtamim Taleem and his Nai’been. Regional Nazim Taleem. Local Qaid.

COMMUNICATION

How will the Mohtamim communicate with Regional Nazimeen? (medium/frequency)	<p>Once every Quarter and with higher frequency before the Ijtema.</p> <p>Telephone</p>
How will the Mohtamim communicate with Local Nazimeen? (medium/frequency)	<p>Once every Month on Email.</p> <p>Once every Quarter over the telephone.</p>

MONTHLY REPORTING QUESTIONS TO QAIDEEN (report compiled for Hadhur^{aba})

Monthly Taleem Classes held (or was the Taleem syllabus covered in the general Meeting)

Average number of attendance in Taleem classes.
Number of Khuddam attending the Taleem-ul-Quran Classes (Online or at the local level)

Note: Each Local Nazim Taleem would be required to submit a detailed Taleem Quarterly Report to Mohtamim Taleem. This report (in Excel format) can be downloaded from the Taleem Page on www.mkausa.org website