2018-2019 Department Plan

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Department Goals

1.	Monthly Webinars on building professional skills, we have plan to hold 12-18 webinars in 2018-19. (a webinar is an online conference call in which one subject matter expert guides/teaches other knuddam about that subject)
2.	Online Professional Directory update to version 2.0, where khuddam can login and manage their profile (Directory is available on https://careers.mkausa.org/resumes/).
3.	An Entrepreneurship plan to teach and push Khuddam to start their own small business. SOT will try to find 02 Khuddam from each region who are willing/looking to start their own business, and will work with them to help them with entrepreneurship plan Inshallah.
4.	New college graduate plan (Helping new grads on how to find a job, prepare for interview, and retain the job)
5.	Identifying and creating database of subject matter expert khuddam who can help others.
6.	SOT will work with Regional Qiad sb to hold one in person seminar on skills at all regional Ijtemas. For this SOT will use local resource, so we don't need to make extra expenditure on seminars. SOT will work with Secretary SOT to see if we can have a program at Jalsa Salana (July 12 - 14, 2019). We'll try to have a seminar at National Ijtema Inshallah.
7.	SOT will expand its skills teaching initiative to Refugees (Urdu speaking khuddam) and will work with them to help them find jobs/work.
	SOT will work with unemployed/underemployed Khuddam to connect them with possible Ahmadi professionals and businessmen for Jobs.
8.	

GOALS IN DETAIL (This is from Local Majlis perspective)						
Goal	Target (to be used for Alme-e-Inami)			National Target	Funding	Due Date
	Small	Medium	Large			
Monthly Reports	12	12	12	100% reporting	N/A	Monthly

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In person Seminar at National Ijtema			TBD
In person seminar at regional Ijtema			TBD
Finding a regional subject matter expert to help teach skills			Q1, Q2, Q3, and Q4

Local Implementation (Monthly Reporting Questions - questions cannot change throughout the year)

1.	Number of non-student unemployed khuddam, what are their Name and contact information
2.	Number of underemployed Khuddam, what are their Name and contact information
3.	Number of khuddam who have acquired a skill, craft or trade this month, what are their Name and contact information

Key Dates (add more as necessary)

Nov 1st, 18	Start of MKA Year
TBD	In person seminar at National Ijtema
TBD	In person seminar at Regional Ijtema

Communication Plan (add more as necessary)

Mohtamim to Local	Monthly feedback on reports
Local to Regional Nazim	Expected to attend Monthly Call
Mohtamim to RQ	Issues will be escalated when necessary
Mohtamim to Regional Nazim	Monthly call before Regional Nazim's call to local

Success Factors (add more as necessary)

What should a Local Nazim do to contribute toward	Push Khuddam to learn a new skill.
the National Goals?	Submit Monthly report.
	Spread the word of different events by the
	department.

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	Help underemployed and unemployed khuddam to find job with the help of SOT National team.
How can a Local Motamid obtain the "How-To"	Qaideen Handbook:
Guide for the dept goals?	https://hafiz.mkausa.org/article-categories/qaid-han
	dbook/
	Meeting Agenda: https://www.mkausa.org/meeting Hafiz: https://hafiz.mkausa.org
What other Local Majalis have done to be	Communicate via multiple methods: text, phone
successful?	and email. Have outings with khuddam.
Who should a Local nazim call for help?	Mohtamim MKA USA.
	Regional Nazim.

Other References (websites, Quran, literature, etc.)

- 1) Download Telegram and join proper group chats
- 2) https://careers.mkausa.org/webinar-archive/
- 3) https://careers.mkausa.org/contact-us/
- 4) http://www.mkausa.org/departments/sanat-o-tijarat/
- 5) https://careers.mkausa.org/

Reports submission: https://www.mkausa.org/reports

Monthly Meeting Resources: https://www.mkausa.org/meeting MKA Constitution: https://www.mkausa.org/download/15430/

Hafiz: https://hafiz.mkausa.org

Video Conference Call options like Zoom, uberconference

ENGLISH

O ye who believe! devour not your property among yourselves by unlawful means, except that *you earn* by trade with mutual consent And kill not yourselves. Surely,

.Allah is Merciful to you