

2018-2019 Department Plan

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Department Goals (This is from a Muhtamim's perspective)

1.	Have at least 70% of Majalis present Monthly Taleem Focus in their meeting
2.	Have at least 25% of Khuddam take one or more Taleem Exam per year
3.	Have 80% of Ijtema time invested in Taleem and Tarbiyyat
4.	Deliver Daily Knowledge quotes (hadith, spiritual treasures, etc.)
5.	Develop a website that provides an interactive syllabus for Khuddam to learn Taleem content.

Local Implementation (Monthly Reporting Questions)

1.	Did you present the monthly Taleem focus slides in your meeting?
2.	How many Khuddam took a Taleem exam this month?

Key Dates

Every Month	Present Taleem focus slides in your monthly meeting
Every Month	Ask Khuddam to study and take Taleem exams
Annual	Local, Regional, and Annual Ijtema

Communication Plan

Muhtatmim to Local	Telegram Nazimeen Taleem Group, E-mail, one-to-one calls with every Nazim every 2 months
Local to Muhtatmim	DM Muhtamim Taleem @Rizwan1770 on Telegram, call/email as needed
Muhtatmim to RQ	Request support from Regional Nazim Taleem

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Success Factors

1. Dedicate 20 minutes in your monthly meeting to discuss monthly Taleem focus . Slides must be presented in the meeting for you to answer “Yes” in monthly report question. Sharing on telegram/e-mail is good but that is not enough. Majalis who are too spread out to meet in person can share the slides through screen sharing in Webex/Google Hangout, etc. for monthly meetings. Presentations should be well prepared/rehearsed ahead of time. It must not appear that you are just reading the slides.
2. Taleem department will publish syllabus for Khuddam broken down into several “levels”. Khuddam will have to study the material for each level before progressing to the next level. The goal will be to have at least 25% of Khuddam take at least one exam per year.
3. Distribute Ijtema syllabus at least one month ahead of local Ijtema.
4. Encourage Khuddam to enroll in Al-Furqan courses to improve their Qur'an recitation.

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

Department Page: http://www.mkausa.org/departments/taleem/
Twitter: https://twitter.com/mkalearn
Telegram: @Rizwan1770, @dailyknowledge
Suggested Reading: mkausa.org/download/suggested-book-reading/
YouTube: https://www.youtube.com/user/MuslimYouthUSA/
Al-Furqan: http://moodle.alfurqan.us/
Online Books: http://www.alislam.org/books/
Purchase Books: http://www.amibookstore.us/