

2016-2017 Department Plan

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

1.	Have at least 60% of Majalis present Monthly Taleem Focus in their meeting
2.	Produce quality videos on Taleem topics and have periscope sessions
3.	Have at least one Book Discussion conference call per month
4.	Deliver Daily Knowledge quotes (hadith, spiritual treasures, etc.)
5.	Develop platform for Q&A transcription project
6.	Develop Taleem Mobile App

Local Implementation (Monthly Reporting Questions)

1.	Did you present the monthly Taleem focus slides in your meeting?
2.	Number of Taleem events/classes other than general meeting? Provide details in comments.
3.	Did you conduct book reading club discussion in your monthly meeting?

Key Dates

Every Month	Present Taleem focus slides in your monthly meeting
Every Month	Hold other Taleem classes/events possibly in combination with sports or over a meal
Every Month	Hold book discussion where Khuddam do brief presentations on what they have read that month?
As Published	Advertise Taleem videos and periscope Q&A sessions with Murabiyaan
Daily	Forward #DailyHadith from #SpiritualTreasures from @dailyknowledge to your local Khuddam

Communication Plan

Muhtatmim to Local	Telegram Nazimeen Taleem Group (participation mandatory), E-mail, one-to-one calls every other month
Local to Muhtatmim	DM Muhtamim Taleem @ymirza on Telegram (best), call/email as needed
Muhtatmim to RQ	Issues will be escalated when necessary

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Success Factors

1. Dedicate 15 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. Hold at least one Taleem class other than your monthly meeting. The more events you hold the more points you get for Alm-e-Inami. The goal is to combine Taleem with other informal events. For example, you could meet for sports but hold a side Taleem discussion, or meet for some other social/fun activity and discuss the Taleem topics.
3. We have a suggested reading list from which Khuddam can choose a book to read. Each month in the meeting or Taleem class each Khadim should do a brief 1-2 minute presentation on what they have read. If there is a large number of Khuddam then the Nazim can randomly choose 10-15 Khuddam for presentation. Khuddam can share anything interesting that month or a short excerpt with other Khuddam.
4. Share the videos produced by Taleem department on various topics with your local Khuddam. Use multiple methods such as telegram, e-mail, twitter, etc.
5. Distribute Ijtema syllabus at least one month ahead of local Ijtema. Actively enroll Khuddam in different competitions instead of waiting till Ijtema date to see who joins.
6. Keep reminding Ijtema winners that they have to participate at the regional and national level.
7. Encourage Khuddam to enroll in Al-Furqan courses

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

Department Page: http://www.mkausa.org/departments/taleem/
Twitter: https://twitter.com/mkalearn
Telegram: @ymirza, @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/
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