

2015-2016 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.	Have at least one well attended Faith Forum live broadcast per month
3.	Have at least one Book Discussion conference call per month
4.	Deliver interesting content for Taleem Tuesdays on timely basis
5.	Deliver daily/weekly Taleem Reminders (hadith, prayers, etc.)
6.	Develop Taleem Mobile App

Local Implementation (Monthly Reporting Questions)

1.	Did you present the monthly Taleem focus slides/video in your meeting?
2.	Did you actively advertise Faith Forum broadcasts this month (e-mail, telegram, twitter, in-person)?
3.	How many Taleem Tuesday events did you hold this month?

Key Dates

Every Month	Present Taleem focus slides in your monthly meeting
Every Month	Actively advertise all Faith Forum broadcasts and encourage Khuddam to attend/ask questions
Every Month	Hold at least one Taleem Tuesday (or any other day) event. Up to four Taleem Tuesday events can be held each month
Every Month	Inform Khuddam about the book discussion to be held each month and encourage reading of Promised Messiah's books

Communication Plan

Muhtatmim to Local	Telegram Nazimeen Taleem Group (participation mandatory), E-mail
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. We will be soon starting an online live broadcast with Murabiyyan on interesting Taleem topics. Your job is to actively advertise each of these Faith Forums (e-mail, telegram, twitter, in-person) and encourage Khuddam to attend/ask questions. You must use at least 3 of these advertising methods to answer "Yes" in the monthly report questions.
3. Hold at least one Taleem Tuesday event per month. The more events you hold the more points you get for Alm-e-Inami. These events can be held <u>any day of the week</u> . The goal is to combine Taleem with other informal events. For example, you could meet for sports but hold a 15 minute Taleem discussion, or meet for some other social/fun activity and discuss the Taleem topics. Events can be held at the mosque as well but regular Dars after salat will not count for Taleem Tuesdays. We will provide content for you to share each week.
4. We will be holding monthly book discussions via conference calls. Each session will be lead by a Murrabi. The goal is to read books of Promised Messiah (as). The book to be discussed will be announced ahead of time. Encourage Khuddam to read the books and attend book discussions.
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 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
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/
Taleem Mobile App: To Come