

رَبِّ زَادْنِي عِلْمًا

REFRESHER COURSE PACKAGE

2025-2026

NATIONAL TALIM
DEPARTMENT

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CONTACT INFORMATION

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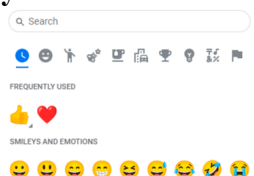
Please **DO NOT contact me on WhatsApp**. Please use **Email, Google Chat** or **text** or **call** me on my cell phone.

All important information will be sent to your @lajna.ca email. Please check it regularly.

Google Chat

Messages Group

1. Please use this group in case you are having trouble finding information on a specific topic or have a general question related to the Talim department tasks/events
2. Please do not post specific questions about your own Majlis – message me directly instead.
3. **Do a “search” before asking for help** – you may find a lot of beneficial material that has been posted in the past.
4. Please do not post anyone’s contact information in this group. If someone requests the contact of another individual, then they should be messaged privately and not in the group. There are strict privacy laws we must follow.
5. Please do not reply with “Jazakumullah”, etc. Instead, if you want to acknowledge a message, you can use “add a reaction”. To do this, **place your mouse over the message and a small box will appear** with a smiley face. **Click on this emoji and choose the reaction you wish to use.**



6. If you want to respond to someone’s post or add additional information to what has already been posted, then click on “reply” and post your message.
7. Please Start a “new thread” only if you are posting something new.

References Group

1. Do a “search” before asking for help – you may find a lot of beneficial material that has been posted in the past.
2. If you post any material, please include a description of what you are posting. Don’t just post a video because it will not show up in the search

Department of Talim Mandatory Group

1. All secretaries should check the messages in the group on a regular basis
2. All secretaries should react with a “thumbs up” so we know that you’ve read the message

Shared Files

All shared files will be in your shared with me folder in ‘Google Drive’ in the file called “Shared Document Links”

TA'LĪM EVENTS CALENDAR (with due dates)

November	
Refresher Courses	Mandatory to Attend
Semi Annual Ta'līm Survey	Local
Jalsa Seeratun Nabi (sa)	Ta'līm Secretaries to Prepare a Presentation
January	
Local Ijtimā - Majalis are expected to hold their Local Lajna Ijtimā in January, and all dates and bookings will be managed through the Regional Sadraat. Please call your Regional Sadraat for further assistance.	Local
January	
Book Talk	National - January
February	
Talim Test Paper	Local - Due February 28th
March	
Essay Competition	Local - Due March 31st
Ramadhan Challenge	Local - Due April 1st
April	
Semi Annual Ta'līm Survey	Local
Talim & Tarbiyat Event: Eid Milan Gathering for Lajna Youth Age 15-25 yrs old	Regional (after Eidul Fitr to end of April)
Book Talk	National - April
May	
Talim Test Paper	Local - Due May 31st
Regional Ijtimā	Regional
Jalsa Yaum-e-Khilafat	Ta'līm Secretaries to Prepare a Presentation
June	
Regional Ijtimā OR Jalsa Yaume Khilafat	Regional Ijtimā to be held by Jun 15, 2026
July	
Jalsa Salana - Motivate Members to Volunteer	July
August OR September	
National Ijtimā	National
Special Competition	Local - August 3rd
September	
Book Talk	National - September
October	
Talim Test Paper	Local - Due October 31st

THE ROLE OF A TA'LİM SECRETARY

A Ta'līm secretary plays a fundamental role in her Majlis. Therefore, it is of utmost importance that we stand firm on our commitment to Lajna Imā'illāh. Let us remember that there is no better teaching method than the one adopted by the Holy Prophet ^{sa}, which is to **teach by example**. By inculcating noble and righteous conduct within ourselves, and performing the listed below, we will promote a better understanding of Islām in our own lives and the lives of our Majlis members.

Self Reformation of Talim Secretaries: Our first job is to take ourselves into account and improve our Salat, regularity in tilawat, connection with Khilafat and observing purdah according to the teachings of Islam. Only then can we encourage others.

This booklet is to provide the Ta'līm Secretary with clear and simplified instructions. It is essential for each Ta'līm Secretary to read the details provided in the "Ta'līm Guidelines," published by the National Department of Ta'līm, Lajna Imā'illāh Canada.

The Ta'līm Guidelines contain the full resource material for all Syllabi, including the semester, Ta'līm Camps, and instructions on report forms.

SECRETARY TA'LİM'S RESPONSIBILITIES

SECRETARY TALIM MAJLIS:

1. It is the duty of Secretary Talim to strive to encourage the learning of religious and secular knowledge among women.
2. It shall be her duty to make a plan for the education of the illiterate members so that every woman is able to read and write. Moreover, the education of boys should also be encouraged.
3. Secretary Talim should focus on the following:
 - a. To teach reading of the Holy Qur'an.
 - b. To teach the meaning of the Holy Qur'an.
 - c. To the learning of Salat and its meanings by women in her Majlis.
 - d. To encourage the reading of books of the Promised Messiah (as)
 - e. To ensure that the Syllabus prepared by Lajna Imaillah Mulk is also included in the religious education.
4. Secretary Talim shall be responsible for the setting tests of Ahmadi ladies in accordance with the Syllabus prepared by Lajna Mulk

TALIM GUIDELINES

1. Secretary Taleem will be responsible for compiling a Taleem Syllabus and making it available for members at the beginning of the new Lajna year. It should be ensured that a portion from a book of the Promised Messiah (as) is included in the Taleem Syllabus. This Syllabus will be approved by National Sadr Lajna.
2. The Syllabus should be uploaded on the National website and a target of 100% of Lajna members benefiting from this should be set. The percentage of members benefiting from the Syllabus should be reported in monthly and annual reports.

3. Facts and figures of Taleem Assessment should be given in accordance with the format provided by the Markaz.
4. Details of meetings and the number attending classes and other educational programmes should be given in the report. Extra/special activities and efforts made should be mentioned briefly in the report.
5. The numbers of those taking part in the test, quarterly and annual assessment should be included in the reports.
6. The Secretary Taleem should prepare teachers (Muallimat) of the Holy Qur'an.
7. She should encourage members to research by allocating different topics such as Existence of God, Attributes of Allah, Teachings of the Holy Qur'an, Khatamun Nabiyyinsaw, Blessings of Khilafat, and Topics of Fiqah etc.
8. The National Secretary Taleem should compile an Annual Syllabus for Ijtema and arrange for it to be made available to all Majalis 4 to 5 months in advance. Rules for competitions and general rules for holding the Ijtema should also be formulated by the Taleem Secretary. Guidance about the judgement sheet should also be provided.
9. A separate Taleem and Ijtema Syllabus for the Nau Mubai'at, should be developed in accordance with their proficiency level, with the assistance of Secretary Tarbiyat Nau Mubai'at.

SYLLABUS

How to Use the Lajna Syllabus 2025-2026

By the grace of Allah Ta'ala, Lajna Imā'illah Canada has started a new year as of October 2025 and with it a new Lajna Syllabus is being introduced for our **Ta'lim & Tarbiyat Lajna Classes**.

WHO IS THIS SYLLABUS FOR?

- The Lajna syllabus has been designed for all Lajna members, including Lajna students.
- The syllabus covers basic fundamentals of Islam and tackles current day issues faced by Ahmadi Muslim women.
- Lajna members in Canada come from different cultural backgrounds and life experiences. The Lajna classes are a space to learn from each other so that we have a broader understanding of the world we live in and a stronger connection to each other in our sisterhood.

CLASS STRUCTURE

As before, this syllabus covers Talim & Tarbiyat. Both departments will work together to organize the Lajna classes. Please note the following:

- Every majlis is expected to hold a minimum of **TWO** classes per centre (so if a majlis has more than one centre that holds this class, then each centre should hold class at least twice).
- Each Majlis is expected to hold a minimum of two classes in English and two in Urdu.

- there is no longer any exclusive “Lajna Student class” to be held.
- If ALL Lajna members understand English, then a Majlis does not need to organize a class in Urdu. However, if an Urdu class is necessary, then an English class must be arranged as well.
- As per the instructions of Sayyedna Hazrat Khalifatul Masih (may Allah be his Helper), classes must be held in-person and not online.

SUGGESTED CLASS AGENDA

- Majalis are to hold a minimum of 2 Lajna classes a month that are at a minimum, 1 hour long each; therefore, the monthly material should be easily covered within at least 2 hours.
- The class should only be in one language; the suggested agenda does not include time for translation.

Section	Time Allocated
Holy Quran	40 minutes
History of Ahmadiyyat	20 minutes
Hadith & Prayer	5 minutes
History of Islam	5 minutes
Malfuzat: Volume 1	20 minutes
10 Conditions of Ba’ait	20 minutes
Salat	10 minutes
TOTAL TIME:	120 minutes
Book of the Promised Messiah (as)	Individually OR Local Book Club OR National Online Book Talk

HOW ARE WE LEARNING?

- The syllabus has been divided into terms, and each term has 4 months. Each term is then further broken down into months, with content to be covered in Class 1 and 2, per month.

- **THERE WILL BE NO CLASSES IN THE MONTHS OF MARCH, JULY AND AUGUST.**
- As a Lajna member, and student of these classes, I will Inshallah attend and participate in my local Lajna classes and on my own time, I will take the time to study the Lajna Syllabus and explore all the additional resources and links that have been provided.
- As a teacher, I will take the time to properly prepare for the class by studying the additional material and making notes and then put together a plan for how I am going to teach the class (tools I can use for example: PowerPoint slides/[Prezi](#)/[Slidesgo](#), [Kahoot](#) or [Mentimeter](#), zoom poll, etc.)
- A new feature of the Lajna syllabus is the effort to offer an interactive learning experience. **Much of the content in this syllabus includes hyperlinks (in blue).** When we click on the underlined words, a new tab will open with an article/video/book that will help us learn about a topic in-depth.
- Teachers are kindly requested to read the content mentioned in the syllabus at home. In class, teachers are requested to conduct meaningful discussions

WHAT ARE WE LEARNING?

The Holy Quran

- We will be studying 2 Chapters of the Holy Quran. Links have been provided that take you directly to the individual verse and at the top of the section we have included a Self-Study/Teaching Guide where there is a list of commentaries (books of Tafseer), Darsul Quran and Friday Sermon videos that discuss the relevant verse.
- When you Recite the Arabic verses, please ensure that we are following the rules of Tarteel - and revise the rules in class
- Al Islam is pleased to offer these digital tools to help you deepen your study of the Holy Quran. Explore features such as:
 - Flexible and intuitive search
 - Commentaries from Bukhari, the Promised Messiah (as) and the Khulafa
 - Urdu Tarjamatul Quran Classes segmented verse-by-verse
 - Word-by-word translations and Lexicon lookups
- Websites:
 - OpenQuran.com
 - AlIslam.org/Quran
- Read Quran Digital App:
- This will be followed by a study in Arabic Grammar lessons

History of Ahmadiyyat

In this section, we explore the history of Ahmadiyyat. In order to do so, each month includes assigned pages of the book: *The Truth About the Split*.

Hyperlinks have been added to guide you to the online copy of the book.

Hadith

While studying this section, make note of the Sunnah of the Holy Prophet (sas) and how we can inculcate his (sas) beautiful example in our own life.

Prayer

This section included prayers that have been highlighted by Hazrat Mirza Masroor Ahmad, Khalifatul Masih V (aba) in his recent sermons. Following his instructions, it is our duty to carefully read and memorize these prayers for our own spiritual progression and enlightenment

History of Islam

This year we will be studying the Islamic Months in accordance with the Lunar Calendar. We will be delving into the Islamic significance of these months.

Malfuzat Volume 1:

Each month, approximately 1-2 pages have been assigned from *Malfuzat Volume 1*. After reading the assigned section

Conditions of Bai'at

Each Month, we will be discussing 1 condition of Ba'ait through scenario based questions and discussions. Please use these questions as a guide to conduct meaningful discussions.

Salat

We will be learning the practical example of the Holy Prophet (sas) and how he performed Salat

Book of the Promised Messiah (as)

We will be reading *Haqiqatul Wahi* over the next 2 years but it will NOT be covered during class. Members are expected to read on their own and then if they want, either join their local book club (if it's organized) or a National Online Book Club that will be held each term.

- Hold Book Club in-person, perhaps before or after a class/meeting.
- A book club is not to read the book together, but everyone should read it on their own time and come together to discuss what they have learned or get guidance on what they might not have understood.
- This is an optional event and not mandatory.

We pray that sisters will find this new Lajna Syllabus beneficial. We welcome your feedback and suggestions.

May Allah ta'ala help all sisters to excel in their education and thereby increase in their love and obedience to Allah ta'ala and strive to place their faith above all else. Ameen!

Please provide your feedback regarding the syllabus with the following links:

<https://forms.gle/vtAoXgUTdnFp3pO6A>

Outside of the Talim/Tarbiyat classes, if any Majlis/Region wants to arrange additional in-person Quran, Hadith, or Book classes they must get written approval for the class and the proposed teacher from National.

REPORT FORM

Online Ta'lim reports are due by the 30th of each month.

Please consult the attached file for a copy of the report each month.

The report should be verified by the local president and sent to Markaz by the 7th of every month (for example, the report of January will be due on or before February 7th.)

All Secretaries should complete their report by the last day of the month and send it to Sadr Sahiba in “complete” status. This way the presidents get enough time to approve it.

FOR WRITING REPORTS

The Events and Activities data (Special Competition, Ramadhan Challenge, Talim Test Paper, Ijtimā, Four presentations prepared by local secretary) should be written in the report form. There is no longer a separate sheet to fill. There will be 30 or more marks awarded each month depending on the activities.

Any other activities performed that were related to the Ta'lim department, should be mentioned in the “Comments” section of the report form.

Kindly DO NOT report activities related to other departments; even though you might have helped carry out that activity. Please read all questions carefully and enter all numbers according to the question.

What is the Lajna English & Urdu Class?

- The English class is a **Ta'lim & Tarbiyat Class** (Not any other class taught in English)
- The Urdu class is a **Ta'lim & Tarbiyat Class** (Not any other class taught in Urdu)
- Attendance of each member should only be counted once, even if she attended multiple classes. ALL Lajna (including students) should be reported
- All English and Urdu Talim & Tarbiyat classes should be included in your “Total Number of classes held this month” figure
- The totals will be calculated automatically
- This class is the responsibility of the Ta'lim & Tarbiyat departments

STATISTICS

Please survey and write the precise number of Lajna members who know the Holy Qur'ān & Salat Nāzira and those who know the split-word translation. Specifically mention how many are learning

This number should be updated in the reports of November & April every year.

DO NOT repeatedly contact members who have already stated they know the Holy Qur'ān Nāzira or translation.

TARJAMATUL QUR'ĀN AND TARTEEL UL QUR'ĀN CLASSES

Outside of the Talim/Tarbiyat classes, if any Majlis/Region wants to arrange additional in-person Quran, Hadith, or Book classes they must get written approval for the class and the proposed teacher from the National department.

GUIDELINES FOR HOLDING LOCAL/REGIONAL IJTIMA

Majalis are expected to hold their Local Lajna Ijtima in January, and all dates and bookings will be managed through the Regional Sadraat. Please call your Regional Sadraat for further assistance.

Local Ijtima'at can be held over two consecutive days, if the event cannot be completed within one day. However, it cannot be separated by days or weeks.

The Regional and Annual National Ijtimā'at will be held after the successful arrangement of a Local Ijtimā. Please refer to Ijtimā' syllabus for complete details. Please regularly encourage members to participate.

Please note that all judges for Tilawat and Hifz-e-Quran must **provide Tarteel certification** prior to being selected as a judge at all Ijtima levels. These certificates must be provided to the national department.

GUIDELINES FOR LOCAL JALSA JAAT

All Jalsa Jaat: Ta'lim secretaries may be requested to write a presentation that anyone can present. Please support local Sadr Sahiba and GS Sahiba with local GBM/Jalsa Jaat preparations.

DUE DATES

Please respect the due dates for all submissions. Every Majālis is **marked on how it follows the instructions from Markaz.**

There are some programs in the Ta'lim department which require submission within the duration prescribed by the National Secretary Ta'lim. For example: essays entries, names for the special competition, number of members who participated in the semester test, Ramadhan Challenge etc. are among such programs.

TA'LİM TEST PAPER

Term 1 Test	October 2025 – January 2026
Term 2 Test	February 2026 – May 2026
Term 3 Test	June 2026 – September 2026

The Ta'līm test paper is sent from the National department. It must be written by all members of your Majālis towards the end of each semester. Please include the final test report in the report form after each test. As per the instructions of Huzoor Anwar ^{aa}, please include the following categories when you are writing your tests report:

1. Number of Members who have completed the test WITHOUT the help of the answer sheet.
2. Number of Members who have completed the test WITH partial help of the answer sheet
3. Number of Members who have completed the test WITH help of the answer sheet

All three test papers have allocated marks for the final score of each Majālis. As per the instructions of Huzoor Anwar ^{aa} please make your best efforts to improve participation and report the number of participants.

HOW TO DISTRIBUTE TA'LİM PAPER

1. Email the test paper to members, they can complete it on their computer or ask them to print it out themselves and complete it at home
2. Google form links (members should be encouraged and educated about google form, there is no writing needed other than one's name. All questions are multiple choice.

ESSAY COMPETITION

This is part of the final score for each Majālis. Encourage Lajna who are students to write the essay during the December holidays, or during reading week in February, to improve participation of the Majālis. Details can be found in Ijtimā' Syllabus 2025-2026.

Please do not copy and paste from sources because this is *plagiarism* and will NOT be tolerated. Everyone should write their own essays. Translating an English essay to Urdu or French (or vice versa) is also considered plagiarism. Please encourage members to write and submit their essays before the specified date.

Stay on topic. Sometimes, participants go off topic in efforts to include as many references as possible. The number of references have little effect on the marking scheme.

References of the Holy Qur’ān should cite the specific chapter and verses of the Holy Qur’ān, regardless of where they were found. For example, if the verses were found from a Friday Sermon, participants must cite the Holy Qur’ān and not the Friday Sermon. *The same applies for Hadīth.*

The word limit is 1500 words. Please do not go beyond this, because it is unfair to other participants. Please include the following on the title page:

1. **Name of Participant**
2. **Majālis**
3. **Name + Signature of Lajna Sadr Majlis**

The deadline is March 31st, 2026

Submission can only be done by local Sadr Sahiba or local Talim Secretary Sahiba to essaycompetition@lajna.ca. All other submissions (by anyone other than the local Sadr or Secretary, or sent to another email), will not be accepted.

SPECIAL COMPETITIONS

This is a part of the final score for each majālis. Please encourage and assist members to prepare well in advance of the deadline. Details of the competitions can be found in the Ijtimā’ Syllabus. Every year the **Due Date is August 3rd 2026**

SPREAD THE KNOWLEDGE: TEACHING TIPS

Outside of the Ta’līm Syllabus, it is important to encourage Lajna members to acquire knowledge actively in their lives. To help Lajna members make this effort, please utilize any or all the following techniques:

- Introduce Lajna members to ahmadiyya.ca and encourage them to sign up to receive “Daily Knowledge” in their email. In their inbox, they will receive a Qur’ānic verse, Ḥadīth, and Quote from the Promised Messiah ^{as} or Khulafā. The link to the website is <https://www.ahmadiyya.ca/daily.php>
- Create a “Weekly Knowledge” email for your Majālis to reinforce the syllabus material and some or all of these:
- Regularly share summaries of the Friday sermons (this can easily be copied and pasted from <http://www.alislam.org/friday-sermon>)
- Share one or more verses from the portion of the Holy Qur’ān your Majālis is learning – try to include its Tafasīr as well
- Share the Prayers and ḥadīth Lajna members are currently learning
- Share anything else you think is important knowledge for your Majālis
- Encourage Lajna members to read the books of the Promised Messiah ^{as}. Al Fazl published an easy schedule that shows how to read 30 short books of the Promised Messiah^{as} in one year. From: <https://www.alislam.org/alfazl/rabwah/A20121031.pdf>
- Make an effort to find ḥadīth and anecdotes to share with your Majālis. Stories really help to emphasize a point and people tend to remember them.
- Do your homework! The success of your Majālis depends on your efforts.

REPORTING PORTAL

Jama'at	Alberta - Edmonton East	Month	October	Year	2025
I have regularly offered 5 daily prayers this month					☐
I regularly recited the Holy Qur'an (Tilawat) this month					☐
I have listened to all of the Friday Sermons this month					☐
I have read the following books of the Promised Messiah(as) during this month					
I have attended General Body Meeting/Jalsa this month					☐
Holy Quran & Translation					
No. of Lajna who know the Holy Qur'an Nazirah					
No. of Lajna who already know the Holy Qur'an with translation.					
Salat					
					No. of Members
No. of Lajna who know Salat Nazirah (Arabic)					
No. of Lajna who know Salat with Translation					
Talim Classes & Syllabus					
Talim o Tarbiyat Classes					
Please Note:					
1. IMPORTANT: The LAJNA SYLLABUS must be taught in this class to be considered a Ta'lim & Tarbiyat class					
2. As per the instructions of Syedna Huzoor Anwar (aa), each centre should try to hold 2 classes every month					
Total number of classes held					
Urdu Class					
English Class					
Totals					
2. The total <u>attendance</u> of all Talim-o-Tarbiyat classes held this month (only count a lajna member once even if she attended more than one class):					
Of this total, how many were lajna students:					
3. Total number of Lajna who did not attend any classes but are studying the Lajna Syllabus on their own:					
Talim Syllabus					
Have you finished the ENTIRE syllabus for the semester ☐					
Please check off all of the items covered from the Talim Syllabus in all of the classes this month:					
Holy Quran					☐
Histor of Ahmadiyyat and Tarbiyati Discussion.					☐
Hadith and Prayers					☐
History of Islam					☐
Malfuzaat Volume One and Tarbiyat Discussion					☐
How many members attended the book clubs for "The Book of Promised Messiah (as)"					
How many members are currently reading the book independently?					
How many members have completed the entire book?					
How many members are reading Jamaat books?					
Talim Test Paper					
If the Talim Test Paper were completed, please provide the details below:					
Total # of Talim Test Paper completed <u>without any help</u>					
Total # of Talim Test Paper completed <u>with Partial help from Answer Sheet</u>					
Total # of Talim Test Paper completed <u>with Help from Answer sheet</u>					
Total # of Talim Test Paper completed <u>(unknown if answer sheet was used)</u>					
Total # of Talim Test Paper completed (calculated automatically)					

Events and Activities	
Presentation of Jalsa Seeratun Nabi (sa):	
Presentation of Jalsa Masih Maud (as):	
Presentation of Jalsa Musleh Maud (ra):	
Presentation of Jalsa Khilafat:	
Local Ijtima: Please fill the google form	
Ramadan Challenge: Please fill the google form	
Special Competition: Please fill the google form	
Essay Competition - Urdu:	
Essay Competition - English:	
Visits by Local Secretary	
Visits done this month by the Local Talim Secretary :	
Total number of households visited :	
Total number of members visited :	
Comments by the Local Secretary:	
Comments by the Department National Secretary:	
Comments by the National Markaz:	