In the name of Allah, Most Beneficent, Most Merciful

Understand Al-Qur’an Academy

**GUIDELINES FOR TEACHERS’ TRAINING**

**GROUP GUIDELINES:**

It is preferable to have seven people in the team with each one taking different role. If there are fewer people, multiple tasks can be assigned to each one. The total maximum time for each training session is 24 minutes and the time for each task is given below. Generally it may take less than 20 minutes because not every evaluator needs full time.

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Person | Time in min | Responsibilities |
| 1 | Teacher under training | 5 | He should cover the start of the lesson plus one ayat; or two ayaat from the middle o the lesson. So, the time can be between 4 to 6 minutes.  |
| 2 | Time checker | 0 | Will check the timing for presenter and evaluators. Will raise his hand 30 seconds before the time is up and keep like that till the speaker (teacher or evaluator) finishes his talking.  |
| 3 | Tajweed monitor | 2 | Will identify the mistakes and ask the presenter to repeat after correction. If there are more mistakes, then the practice should be done separately. |
| 4 | Language and Voice checker  | 3 | will identify any mistakes in language, voice, and grammar; will identify repeated words (takiya-kalam) such as ‘you know..’ ‘I see’…. And voices (ummm, aaah…) |
| 5 | Style checker  | 3 | Will check the style as given in the evaluation form |
| 6 | Content checker | 3 | Will check the content as given in the evaluation form |
| 7 | Overall evaluator  | 3 | For the presenter and the 5 people above |
| 8 | Teacher under training | 5 | The teacher will be given a chance (if he wants) to present again so that he can immediately try to improve the things based on the comments of the evaluators. After his presentation, no comments will be made.  |

**STEPS BEFORE PRESENTATION:**

* Look at the slides
* Study the notes (what to say) and memorize them thoroughly. PLEASE NOTE THAT all the lessons of Course-1 are already typed in English. You just have to read them 3 to 5 times to memorize and practice.
* Practice the Tajweed part thoroughly for the relevant verses. Just listen to the Surah from a good Qari 5 to 10 times and keep reciting with him till you and him recite in chorus.
* Practice Facial Expressions… Mark on the slide notes where you will use facial expressions.
* Watch video for 5 slides at a time (How to say); watch it repeatedly till you present the same way
* Go for the next 5.

**GUIDELINES for Understand Al-Qur’an Academy teachers**

* Keep same order
* Keep same content
* Be extra careful when you quote Hadith or events or any explanatory point.
* As academy teachers, if you want to include extra points, please write to abdulazeez@understandquran.com and we will InshaAllah plan to include it in future versions for all. The reason we don’t want you to add other points is that you may say something without realizing other interpretations of those statements thereby creating wrong impression about the academy. Please note that we don’t want to antagonize any group in Muslim Ummah. We want to reach them all.

**BEFORE YOU EVALUATE A TEACHER IN THIS EXERCISE**

* Congratulate him and pray for him (Jazakumullahu khairan, mashaAllah, …)
* Avoid authoritative wording such as: You should have, You didn’t, You failed, ...
* Evaluate the speech, not person
* Focus on 3 positive aspects and then discuss one or two negatives at a time
* Start suggestions with saying: In my humble opinion… (mera naaqis mashwara hai ke…)
* End with the Du’aa: May Allah help you and me and all of us to do our best.
* Don’t say: “It was perfect” just to please him or in order not to make him unhappy.

**FIVE THINGS TO STARTWITH**

Take a deep breath first; raise your voice

1. Alhamdulillahi Rabbil Aalameen; Wassalaatu wassalamu ‘ala rasoolihil kareem
2. Rabbishrah lee sadree, wa yassir lee amree wahlul uqdatam-millisaanee yafqahoo qawli.
3. (With Smile and power) Assalam alaikum dear Brothers / children…
4. Welcome to our course/class, Understand Al-Qur’an. We will start lesson xx
5. In this lesson, you will learn Surah… Grammar… & x new letters that occur in the Qur’an… . & by the end of this lesson, we will cover xx words that occur xxxxx times in the Qur’an. How many (repeat)??? And We have to reach 78,000.

**FIVE THINGS TO ENDWITH**

1. Summarize what was covered. For example, “By the end of this lesson, we have learnt xx words that occur xxxx times in the Qur’an”.
2. Please complete the workbook sheets that you have filled in these class.
3. Du’aa: May Allah help us continue to attend the next class and keep learning the Qur’an always. And help us practice and preach the Qur’an. Aameen
4. Kaffara-e-Majlis: Suhanallahi wa bihamdihee subhanakallahumma wa bihamdika nash-hadu allailaha illa anta nastaghfiruka wa natoobu ilaika.
5. Wassalam alikum wa rahmatullahi wa barakaatuhu

(Print the evaluation form below; make copies; and tear it in 5 parts; each evaluator completes the relevant part for the presenter. After the evaluation, all the filled up parts are given to the presenter. This way, paper is not wasted).

In case of questions:

* Don’t answer anything unrelated to the lesson. Just smile and say, sorry.
* Say Allahu A’lam at the end
* In case of disturbance (phone, child), try to say it once and then try to ignore. This is in case of general public programs.
* If two kids in a class talk or play with each other, just ask one of them nicely to move to another place.

*In the name of Allah, Most Beneficent, Most Merciful*

**Evaluation Form for Teachers**

Marks to be given from 1-10 and provide your justification in Justification/Remarks column.

|  |  |  |
| --- | --- | --- |
| **I. Tajweed** | **Marks** | **Justification / Remarks** |
| 1. Makhaarij & Sifaat
 |  |  |
| 1. Rules of Laam-e-jalalah, Meem, Raa, Noon, madd, starting/stopping.
 |  |  |
| **II. Language and Voice** |  |  |
| 1. Words – Clear
 |  |  |
| 1. Proper use of words & sentences (gender, number, tense, etc)
 |  |  |
| 1. Voice – Loud & clear
 |  |  |
| 1. Pauses for phrases & sentences (attention & punch lines)
 |  |  |

|  |  |  |
| --- | --- | --- |
| **III. Style** |  |  |
| 1. Eyes (do a Z; and then an N)
 |  |  |
| 1. Breathing – confidence
 |  |  |
| 1. Facial expressions (smiles, frowns)
 |  |  |
| 1. Heart – Passion in words & moves
 |  |  |
| 1. Body language (fingers, hands, confident walk, & posture)
 |  |  |
| **IV. Content** |  |  |
| 1. Start – 5 items
 |  |  |
| 1. End – 5 items
 |  |  |
| 1. Translation of Ayaat
 |  |  |
| 1. Translation of words
 |  |  |
| 1. Complete Explanation / Missing? / More than the notes?
 |  |  |
| 1. Questions & appreciation (to audience, when they reply)
 |  |  |
| 1. Sync with slides or out of sync
 |  |  |
| **V. Overall Evaluation** |  |  |
| 1. Presenter
 |  |  |
| 1. Timer
 |  |  |
| 1. Tajweed
 |  |  |
| 1. Language and Voice
 |  |  |
| 1. Style
 |  |  |
| 1. Content
 |  |  |