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1389 AH—1969 AC

THE INTERNATIONAL ISLAMIC  
FEDERATION OF STUDENT ORGANIZATIONS

THE INTERNATIONAL INSTITUTE  
OF ISLAMIC THOUGHT

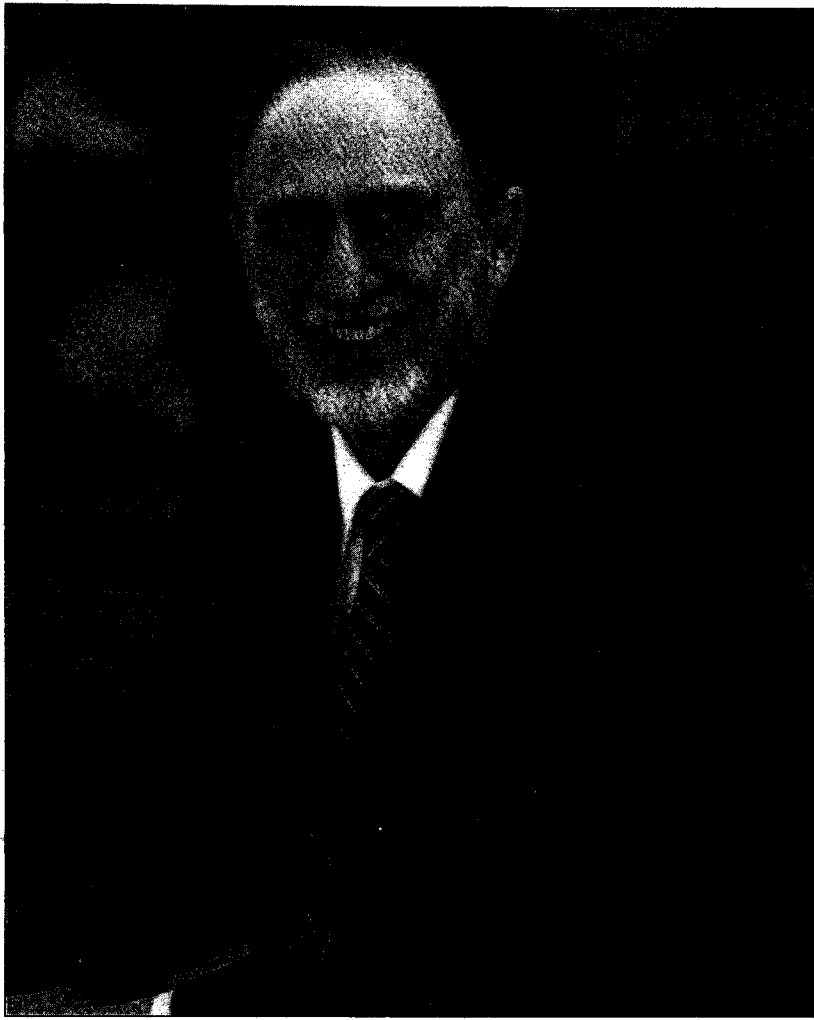


١٤٠١ هـ — ١٩٨١ م  
1401 AH—1981 AC

HUMAN DEVELOPMENT SERIES NO. 1

# TRAINING GUIDE FOR ISLAMIC WORKERS

Hisham Altalib



### **About the Author**

- **Dr. Hisham Yahya Altalib** was born in Mosul, Iraq in 1360/1940. After finishing his secondary education in Iraq, he obtained a B.S. in Electrical Engineering at Liverpool University (1382/1962) and continued his work in that field at Purdue University in Indiana, where he obtained his M.S. and Ph.D. (1394/1974).
- He has been an active participant in Islamic activities in North America, being the first full time director of the Training Department of the Muslim Students Association (MSA) of the United States and Canada from 1395/1975 to 1397/1977. During this time he conducted many training camps and seminars in America and abroad. He has also served in several other positions in Islamic organizations, such as being the second Secretary General of the International Islamic Federation of Student Organizations (IIFSO).
- At the present time, Dr. Altalib is serving as a director of the SAAR Foundation, a position he has held since its inception in 1403/1983. He was a founding member of the International Institute of Islamic Thought (IIIT) in 1401/1981.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
الحمد لله رب العالمين  
والصلاة والسلام على خاتم الأنبياء والمرسلين

*In the Name of Allah, Most Gracious, Most Merciful  
Praise to Allah, Lord of the Universe.  
May Peace and Prayers Be upon His  
Final Prophet and Messenger.*

Against them make ready your strength to the utmost of your power, including steeds of war, to strike terror into [the hearts of] the enemies of Allah, and your enemies, and others besides, whom you may not know, but whom Allah does know...(8:60)

﴿٦٠﴾ وَأَعِدُّوا لَهُمْ مَا اسْتَطَعْتُمْ  
مِنْ قُوَّةٍ وَمِنْ رِبَاطِ الْخَيْلِ  
تُرْهِبُونَ بِهِ عَدُوَّ اللَّهِ وَعَدُوَّكُمْ  
وَالْآخَرِينَ مِنْ دُونِهِمْ لَا تَعْلَمُونَهُمُ  
اللَّهُ يَعْلَمُهُمْ ... (سورة الأنفال)

O you who believe! Remain conscious of Allah, and [always] say words that are true to the mark [truthful, relevant and to the point]. (33:70)

﴿٧٠﴾ يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا اللَّهَ  
وَقُولُوا قَوْلًا سَدِيدًا (سورة الأحزاب)

«إِنَّمَا النَّاسُ كَأَبِلٍ مَائَةٍ، لَا يُوجَدُ فِيهَا رَاحِلَةٌ»

People are like camels; you may not find a suitable mount from even a hundred of them. (Sahih al Bukhari and Sahih Muslim)

«مَنْ اسْتَوَى يَوْمَاهُ فَهُوَ مَغْبُونٌ»

He whose two days are equal [in accomplishment] is a sure loser.  
(Sunan al Daylami)

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## **Training Guide for Islamic Workers**

## Acknowledgement

**M**any scholars and Muslim leaders have contributed to the evolution of this *Guide*. Two of them, Eltigani AbuGideiri and Isma'il al Faruqi, have passed away; may Allah bless their souls. We ask Allah to qualify them for His reward among those who leave behind useful knowledge for generations to benefit from after their demise.

We list other names in alphabetical order, realizing that this work would not have been possible without their contribution to its form and essence:

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All praise be to Allah! May He accept our work for His sake alone!

# **TRAINING GUIDE FOR ISLAMIC WORKERS**

Hisham Altalib

The International Islamic Federation of  
Student Organizations

The International Institute of  
Islamic Thought

Herndon, Virginia, U.S.A.

1411 / 1991

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## OUR GOAL

To produce dynamic Islamic leaders who will pioneer social change by acquiring knowledge and wisdom, and practicing *da'wah* with perceptiveness and communication that is convincing and effective.

## OUR MEANS

To achieve this goal, the training program offers a valuable opportunity that enhances commitment of the trainees, imparts knowledge to them and builds up their skills in communication, administration, and planning. Moreover, it aspires to enhance their physical and technical abilities, and develop healthy group attitudes, promote spiritual upliftment and nurture a positive problem solving mentality. The program seeks to transfer the experiences of elder brothers and sisters to the younger ones in a condensed format. We hope that the trainees will start from where the elders left off, avoid their mistakes and pioneer new strategies rather than duplicate old ones. In essence, the training program attempts to help raise a generation which knows its priorities, and which becomes a part of the solution rather than a part of the problem.

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## **A Note about the Use of Islamic Terms**

Many Islamic terms have become part of the vocabulary of Muslims, irrespective of the languages they speak or read. This is as it should be.

Like other languages, English is being gradually enriched when Muslims who speak and read English use these Islamic terms. While this is commendable, it is equally important that they pronounce the Islamic words, names and terms correctly. To help the readers do that, when necessary, we have italicised Islamic terms (except those that are found in standard English dictionaries) and have included their Arabic equivalents in the Index and Glossary of Islamic Terms at the end of this book. We urge you to refer to the Arabic equivalents whenever you are unsure of the correct pronunciation.

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## Foreword

# A Step in the Right Direction

**A**lthough the Islamic movement conducts many camps and training activities, the area of human development and leadership training has not been given the attention it deserves; indeed, it needs to be studied more systematically and formalized in the form of textbooks and curricula. We are not aware of a single book or manual published to date that caters satisfactorily to such a dire need.

The fact that this is the first time a book of this kind has been published bespeaks the decline of our ummah in its present phase. If the ummah today is to be a witness unto other nations, as the Qur'an intended it to be, there should be hundreds of such books in the marketplace.

The *Training Guide for Islamic Workers* is a modest step in the right direction. If Allah wills, there will be many more to come. In the meantime, however, it is hoped that this one will serve as a foundation upon which improvements in format and content may be built; it is an encouragement for others to produce.

The contents of the *Guide* cannot satisfy everyone. We have targeted an international audience, and what applies to a country with a certain political system may not be valid for one under a different system. Each region of the world is unique and has its own peculiarities and specialities. Undoubtedly, there will be some material which may not correspond to or may even contradict some experiences of certain localities or individuals. Similar guide books and manuals have to be produced in each locality to answer their particular needs.

Although our experience covers a wide range of backgrounds, we do not claim to have addressed all situations. This is why we have intended our book to serve only as a guide and, as such, it should be used with wisdom. Indeed, the effectiveness of the *Guide* will depend to a great extent on the tactful supervision of the organizers who conduct the training programs. The only perfect book is the Qur'an. We offer this work as a first attempt and call upon its users to advise us of any improvements which can be made in future editions, *in sha'a Allah*.

We realize that human development and training is a rapidly developing field. We pray that several institutions will be established to cater to the development of human resources, particularly among our youth.

The task of producing training materials cannot be adequately undertaken by amateurs and part-time devotees. Rather, there must be a specialized and concerted effort of thoughtful scholarship and professionalism to bear the urgently needed fruit. The Islamic movement would do well to dedicate an important part of its resources to this highly specialized area, for it can no longer be served by well-wishing generalists of *da'wah*. Even though non-Muslims have expended tremendous effort in this area, their work has to be carefully sorted out, sifted, and thoroughly Islamized before we can utilize it. This is a challenge that demands top priority.

The *Guide* should be used in conjunction with the book *Tawhid: Its Implications for Thought and Life* published by the International Institute of Islamic Thought (IIIT), and later by the International Islamic Federation of Student Organizations (IIFSO), under the authorship of the late Professor Isma'il Raji al Faruqi, may Allah bless his soul. While the *Guide* basically focuses on the science and art of propagating the message and preparing the trainee, *Tawhid* deals with properly understanding the contents of the message itself: Islam.

To keep the *Guide's* size manageable, we have been selective in the topics covered. We hope that the resources of the Department of Human Development in IIIT, including its library, can complement the *Guide* by offering material in other areas and by responding to inquiries from field workers.

Many items in these pages have been mentioned only as eye-openers or reminders. Interested readers must not limit themselves to this material, but should seek additional references and sources for a deeper understanding. This is a fast-growing field, one which is expected to be updated and expanded due to new research. We believe that keeping in touch with publications and conferences on these themes will be very rewarding for all trainers and trainees using this work.

All praise be to Allah, who made this humble work possible. O Allah! Guide us to the straight path, *al sirat al mustaqim!*

Dhu al Hijjah 1411 AH  
June 1991 AC

Hisham Altalib  
Department of Human Development  
The International Institute of Islamic Thought

# STOP!

Read! in the name of your Lord and Cherisher, who created — created man, out of a mere clot of congealed blood: Read! And your Lord is Most Bountiful, — He who taught [the use of] the Pen, — taught man that which he knew not (96:1-5).

١ أَقْرَأْ بِاسْمِ رَبِّكَ الَّذِي خَلَقَ  
٢ خَلَقَ الْإِنْسَانَ مِنْ عَلَقٍ  
٣ الَّذِي عَلَّمَ بِالْقَلَمِ  
٤ عَلَّمَ الْإِنْسَانَ مَا لَمْ يَعْلَمْ  
(سورة العلق)

- If the Muslim ummah reads the most, it will lead human civilization.
- If the *du'at* read more, they will lead the Muslim ummah.
- Today: Westerners read the most, Muslims read the least! Moreover, we learn to read, but they read to learn.
- Directed Action: Islamists must pioneer campaigns to wipe out illiteracy among Muslims.

Bonus: Muslim masses will look up to *du'at* as their hope, aspiration, and saviors. The rule is that those who solve the problems of the people get to rule them!



Against them make ready your strength to the utmost of your power, including steeds of war, to strike terror into [the hearts of] the enemies, of Allah and your enemies, and others besides, whom you may not know, but whom Allah does know ... (8:60).

١ وَأَعِدُّوا لَهُمْ مَا اسْتَطَعْتُمْ  
٢ مِنْ قُوَّةٍ وَمِنْ رِبَاطِ الْخَيْلِ  
٣ تُرْهِبُونَ بِهِ عَدُوَّ اللَّهِ وَعَدُوَّكُمْ  
وَالْآخَرِينَ مِنْ دُونِهِمْ لَا تَعْلَمُونَهُمُ  
اللَّهُ يَعْلَمُهُمْ ... (سورة الأنفال)

## The International Islamic Federation of Student Organizations (IIFSO)

The idea of establishing a world body of Muslim student organizations was adopted at an international convention of student representatives held during July 1966 at Ibadan, Nigeria. The first inaugural conference under the International Islamic Federation of Student Organizations (IIFSO) banner was held in June 1969 in Aachen, West Germany.

IIFSO's major objective is to establish the word of Allah and strive toward fulfilling the Islamic mission.

With its primary obligation to Muslim students and in keeping with its international character, IIFSO strives to direct their thought towards the true understanding of Islamic concepts, inculcate positive and unified Islamic values, and direct them towards active participation in support of justice everywhere, and help Muslim youth focus their attention on issues relevant to the ummah.

Education and training are the most vital part of IIFSO's methodology. IIFSO has an active publication program, and has published original works and translations in five hundred titles and eighty languages involving more than ten million copies.

Education and training programs aim at uniting student leaders to share ideas and experiences. Participants discuss relevant issues, learn new leadership skills, and devise strategies.

IIFSO's international conferences provide opportunities for interaction, consultation, and education while also serving to convey the organization's message.

**The International Islamic Federation of Student Organizations**  
Regional Office for the Americas  
P. O. Box 17032  
Washington, D.C. 20041 USA

## The International Institute of Islamic Thought (IIIT)

The International Institute of Islamic Thought (IIIT) is a cultural and intellectual foundation. The institute was established and registered in the United States of America at the beginning of the fifteenth *hijri* century (1401/1981) with the following objectives:

To provide a comprehensive Islamic outlook through elucidating the principles of Islam and relating them to relevant issues of contemporary thought.

To regain the intellectual, cultural, and civilizational identity of the ummah through the Islamization of the humanities and social sciences.

To rectify the methodology of contemporary Islamic thought in order to enable it to resume its contribution to the progress of human civilization and give it meaning and direction in line with the values and objectives of Islam.

The institute seeks to achieve its objectives by:

Holding specialized academic conferences and seminars.

Supporting and publishing selected works of scholars and researchers in universities and academic research centers in the Muslim world and in the West.

Directing higher university studies toward furthering work on issues of Islamic thought and the Islamization of knowledge.

The institute has a number of overseas offices and academic advisors for the purpose of coordinating and promoting its various activities. The institute has also entered into joint academic agreements with several universities and research centers.

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## What this Guide Can Do for You

Now more than ever before, Muslim young men and women need to improve not only their personal skills but also their group performance. This *Guide* presents easy-to-follow instructions which can be used by those who desire to acquire these skills.

This *Guide* concentrates on the training needs of Muslim young men and women by condensing the experience acquired over the last several decades by Muslim leaders. Thus, the new generation of leaders will be able to start from where their leaders left off, rather than having to duplicate their predecessors' successes and/or failures.

Using a simple Do's and Don't's format, this *Guide* will enable the user to optimize his/her understanding of the art and science of *da'wah* and how it can be applied in today's world.

Like genius, leadership entails harder work for the one who was born without this skill. It is to such people that this *Guide* is addressed. We are confident that, with the help of Allah, the user will be able to make a quantum leap forward in the areas of growth and improvement through the proper use of the methods outlined in this *Guide*. Over time, there will be noticeable improvements in the areas of concepts, management, administration, and communication as well as the skills needed for conducting camps, conferences, and meetings.

This *Guide* is supplemented by suggested workbooks which will lead to an even deeper understanding of the skills needed for successful leaders.

\$20.00