بِسْمِ اللَّهِ الرَّحْمَٰنِ الرَّحِيمِ

9 ISLAMIC VALUES

FOR

SUCCESS

A Practical Guide to Why and How to Develop Them

in Today's World

ADAM SALAAM

Supporing Material

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QURANIC MINDS

Answers to all your WHYs

Roundtable – Group Study

OBJECTIVE

The objective of this section is to provide instructions for setting up and conducting a group discussion, which facilitates the development of the values outlined in this book through group study (Roundtable).

ROUNDTABLE STRUCTURE

Setup

Choose a quiet, private space without distractions that allows participants to speak openly. Avoid any person or space that may hinder participants from speaking from the heart.

Group Size

Ideally, a group should consist of 4 to 8 people, and each person will play a different role, as explained in later sections.

Duration

Choose a duration that works for you, between 45 and 90 minutes or more if required.

GROUP LEADER

Each meeting should have a leader who is familiar with the rules. The leader acts as a host and has the final authority in case of any disputes. The team must follow the leader's decision, even when they disagree. Developing this quality is healthy and essential in day-to-day life, at work, and in society.

LEADER RULES

1. Read and explain all the rules before starting a meeting.
2. Do not interrupt any person unless necessary (such as if they are being disrespectful to others or not following rules). Politely interrupt and explain why you are interrupting.
3. Think of yourself as a facilitator, not the boss.
4. Your primary objective is to ensure that everyone follows the rules, the meeting progresses as expected, and time is well-managed.

PARTICIPANT RULES

1. Always adhere to instructions and accept the leader's decisions, even if you disagree.
2. Don't speak over others. Wait until the other person has finished their point. If you need to speak and can't hold it, just raise your hand.
3. When someone else is speaking, actively listen by staying quiet, taking notes, and making eye contact.
4. Provide an opportunity for others to speak by keeping your comments and questions short and precise.
5. Make sure you do not repeat the same points others have made. New ideas help move the meeting forward.
6. Stay on topic and avoid distractions.

7. Take notes but try to focus on key points instead of writing everything down, which can become a distraction.

PROCESS

Group members should join the group on-site or virtually, depending on the setup. It is important to be fully present and participate, especially when joining virtually. Make sure to turn on your video and have a notepad ready to make notes.

1. The leader starts the meeting once all group members have joined.
2. To begin the discussion, the leader reads the rules.
3. All participants introduce themselves quickly, with a maximum of three sentences about themselves (e.g., their name, where they are from, what they are doing).
4. The leader allows the first person to read the first section.
5. The leader asks if everyone was able to follow along and if there are any questions. If there are any issues, the leader will re-read the missing or misunderstood sections to ensure that everyone hears what is read.
6. Steps 4-6 are repeated for the following sections to practice and develop points. The leader should keep track of and manage time or assign the time-tracking task to one of the team members. If a lot of time is being spent on one point or section, they should ask for questions to be held until later. If there is time, the group can come back to them at the end. However, this rule can be overridden if you agree to spread a topic over multiple sessions.
7. All unanswered questions are listed to take to a teacher or expert, which can then be discussed at the next meeting.

Additionally, it is recommended that each meeting dedicate a few minutes at the beginning to remind the group about rules and check on assignments from the previous topic. At this time, the group can discuss any hurdles and potential solutions.

MATERIALS

Carry the book and download any weekly materials beforehand. Make sure to have something to take notes. Additionally, carry any other reference material you are planning to use. (www.QuranicMinds.com/values or www.thinkQuran.org/values)

ON-SITE COURSE REGISTRATION

It is highly recommended to register online to have access to all materials and notes. The online content is updated frequently, and it will help with communication and collaboration among team members. (Refer to the book section that provides details about online material.)

WHO IS ELIGIBLE TO PARTICIPATE?

Anyone interested in understanding and developing these values is eligible to participate. Create a group with members of a suitable age that may fit well for learning the values. If an adult is supervising, they should allow the participants and leader to play their roles as much as possible without interruption. Don't be bossy, just give amicable advice only when necessary. First, allow the team leader and team to resolve

any issues. An adult should join the discussion only if there is a stalemate. This will teach the skill of conflict resolution to the participants.

TIME MANAGEMENT

The leader should keep track of or choose someone to track time. Alternatively, assign the time-tracking task to one of the team members. Split the total time the group has for the meeting by the number of sections you wish to cover. The time tracker should alert the team whenever a section's time is up. Any questions and comments that haven't been addressed can be saved to the end.

FOR PARENTS

If conducting this group study as a family, you can use these rules as guidelines and amend them as needed. Most importantly, create a motivating environment. Use this as an opportunity to let children have some freedom to develop reading skills, listening skills, and leadership skills. However, if you want to be an active part of the group as a member, you can join and behave like one. Just follow the rules and become a model student, even if you know the topic.

Finally, feel free to ignore certain advice if it is not appropriate for your age group, or something else works better in your setting. Also, feel free to design your own model if that suits your learning environment.

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