



TLTD Volunteer

TLTD Volunteer

Online Courses

2021

[Welcome Pack]

Version 1.0

Done By

Ali Jawad



[Click Me!](#)

*Hello & welcome to
TLTD World!*

*My name is Ali & I'll
guide you through this
Welcome Pack...*



TLTD Volunteer

TLTD Projects

2021



TLTD Volunteer

TLTD Project

26 June 2014

TLTD = Think Loud, Think Different

TLTD Volunteer
[Official Page](#)

TLTD English
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TLTD IT
[Official Page](#)

TLTD Art
[Official Page](#)

TLTD Interview
[Official Page](#)

TLTD Sandbox
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2021

Services



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**Online Platform
Offers (2)
FREE Services**

Online Mentorship

Online Courses



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Internal Structure



TLTD Volunteer

TLTD Volunteer

Founder: Ali Jawad

Project Management

Zainab Ali

HR
Department

Internship
Department

Project Planning

Nada Safaaldeen

Online Training
Department



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HR Department



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HR Department TLTD Volunteer

Recruiting

Recruiting newcomers to the platform

Managing

Managing the internal staff of the platform

Administrating

Working side by side with the management



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**Internship
Department**



Internship Department TLTD Volunteer

Online Training

**30 Days Online
Training (Sessions)**

Probation

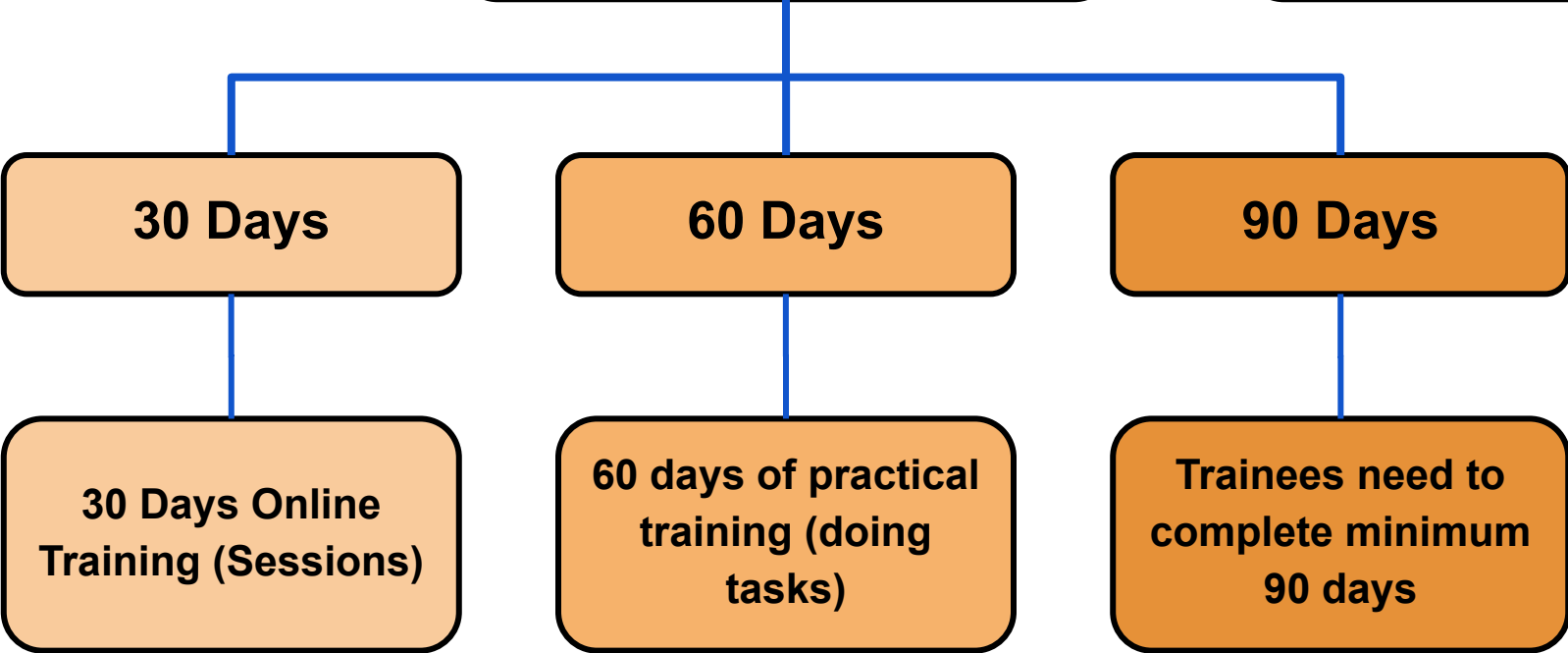
**60 days of practical
training (doing
tasks)**

Internship

**Trainees need to
complete minimum
90 days**

Recommendation Letter
Internship Department
TLTD Volunteer

6 Months, 9 Months or 12 Months Internship =
Subject for renewal upon mutual agreement





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**Online Training
Department**



**Online Training Department
TLTD Volunteer**

Online Mentorship

**Practical Mentorship
as per Subjects**

Online Courses

**Short Online Training
Courses**

Live Sessions

**Miscellaneous Live
Sessions on our
Facebook Page**



Online Mentorship

Online Training Department
TLTD Volunteer

Subject #1

Work Smart, Not Hard

- Time Management.
- Simple but effective.
- Lazy but productive.

Subject #2

The Art of Management

- Superconnecting.
- Mentoring.
- Leadership.

Subject #3

Problem Prevention

- Investigating.
- Brainstorming.
- Strategic Leaders.



Online Courses

Online Training Department
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Subject #1 Soft Skills

Enable you to fit in at a workplace. They include your personality, attitude, flexibility, motivation, and manners.

Subject #2 Hard Skills

Teachable and measurable abilities, such as marketing and project management.

Subject #3 Technical Skills

The abilities and knowledge needed to perform specific tasks. They are practical, and often relate to IT.



NEW Online Courses

Online Training Department

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Level A Package

For Everyone and Anyone as **NO** major/special requirements are needed whatsoever

Level B Package

Trainees **MUST** be aware (*have previous experience*) of **ALL** the contents of Level A Package

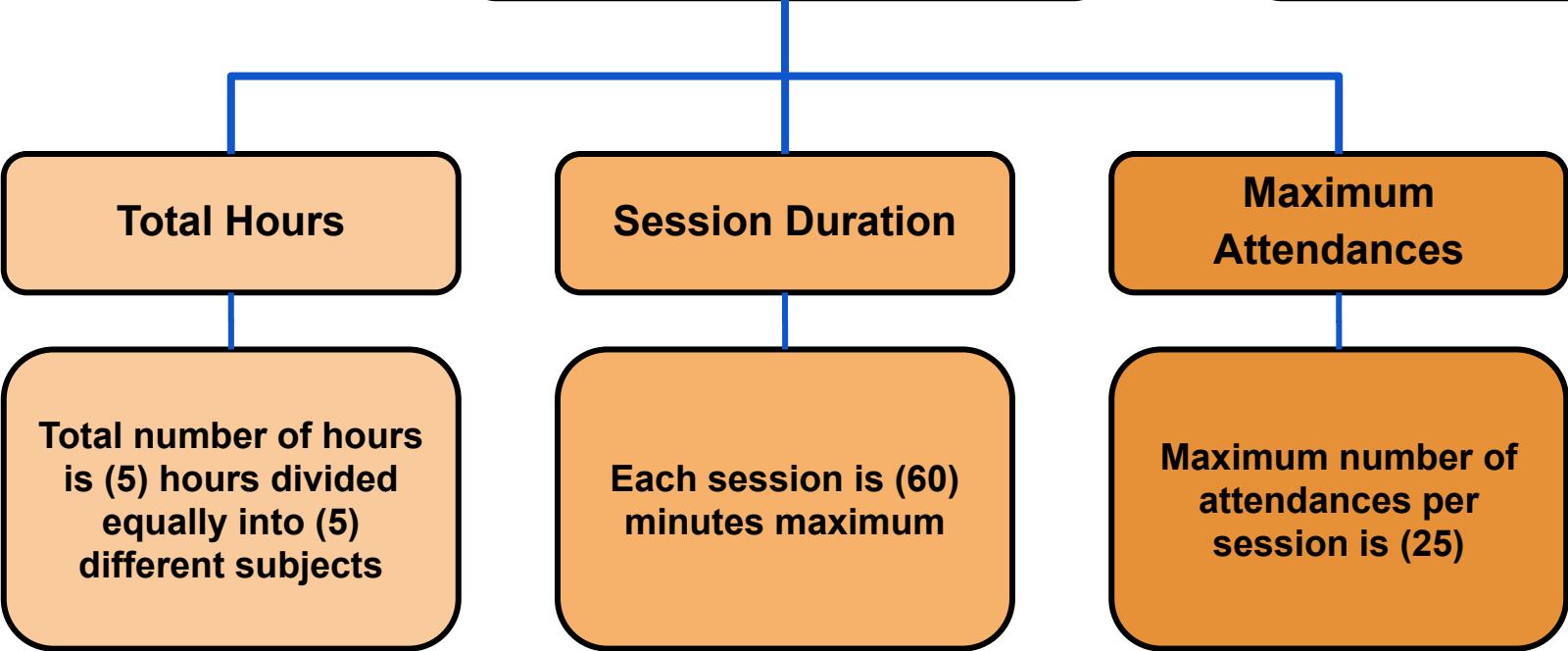
Level C Package

Trainees **MUST** complete Level A + Level B first **OR** pay 100\$ for the entire Level C Package + **MUST PASS** the interview (*50\$ if they refuse to be interviewed*)



Level A Package
Online Training Department
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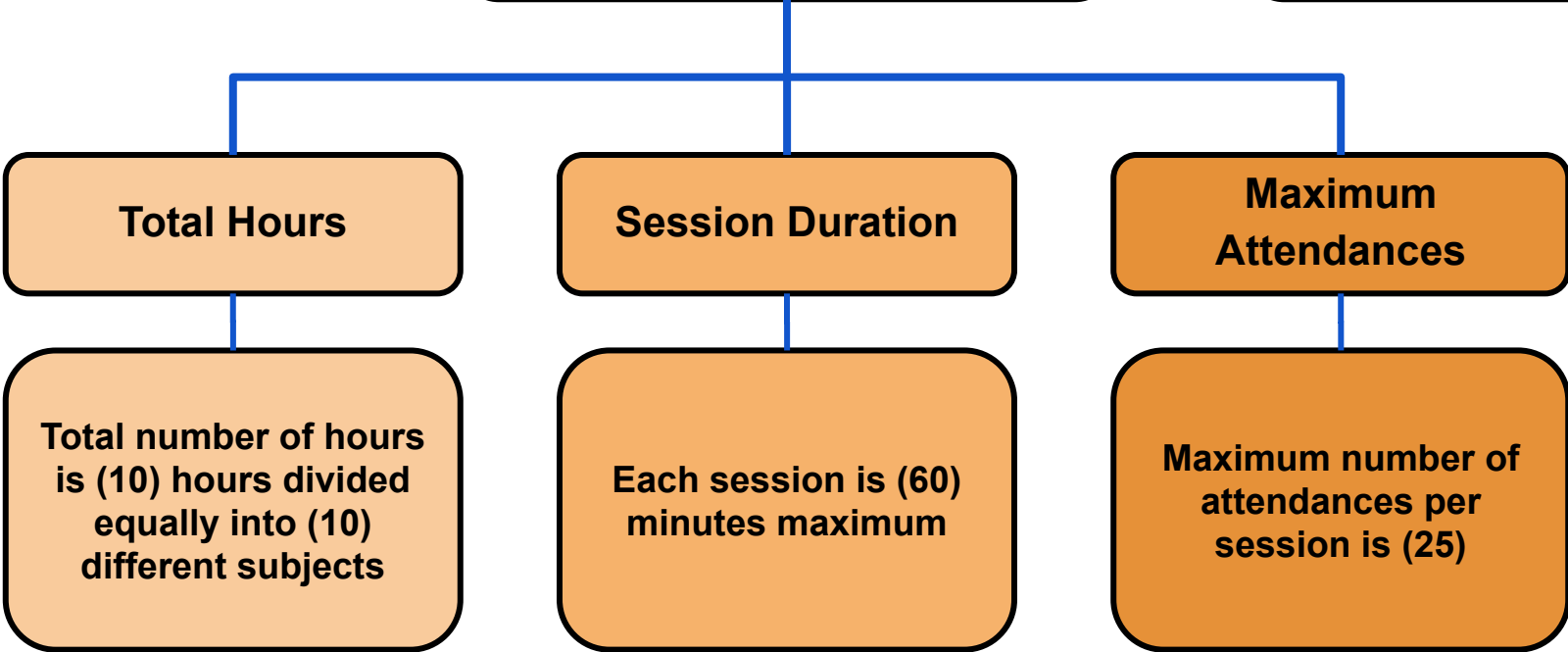
Trainees **MUST TAKE**
ALL the courses in
Level A Package





Level B Package
Online Training Department
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Trainees **MUST TAKE**
ALL the courses in
Level B Package





Level C Package
Online Training Department
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Trainees **MUST TAKE ALL** the courses in Level C Package & **MUST** complete Level A+Level B **OR** Pay 100\$ & **MUST** be interviewed **OR** Pay 50\$

Total Hours

Total number of hours is (10) hours divided equally into (10) different subjects

Session Duration

Each session is (60) minutes maximum

Maximum Attendances

Maximum number of attendances per session is (15)

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Online Training Packages

Online Training Department



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| Level A Package | | | | |
|---------------------------|--------------------------|--------------------|------------------------|-------------------------------------|
| Week #1 | | | | |
| Day #1 | Day #2 | Day #3 | Day #4 | Day #5 |
| Emails from A to Z | Writing CV/Resume | Job Seeking | LinkedIn Part I | Interviews - DO & DO NOT |

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Level B Package

Week #1

| Day #1 | Day #2 | Day #3 | Day #4 | Day #5 |
|-------------------------|-------------|-------------------|----------------------|----------------------|
| Knowledge vs Experience | Remote Work | Chain of Commands | Discuss with Respect | Documentation Part I |

Week #2

| Day #6 | Day #7 | Day #8 | Day #9 | Day #10 |
|--------------|------------------|-----------|----------------|----------------------------|
| Following Up | LinkedIn Part II | Marketing | Sharing Theory | HOW TO PASS any Interview? |



Online Training Packages

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Level C Package

Week #1

| Day #1 | Day #2 | Day #3 | Day #4 | Day #5 |
|----------------|-----------------|-----------|----------------------|-----------------------|
| Start with Why | Time Investment | Team Work | HOW TO be Proactive? | Documentation Part II |

Week #2

| Day #6 | Day #7 | Day #8 | Day #9 | Day #10 |
|----------------------|-----------------|-----------------------|------------------------|-----------------|
| Work Smart, NOT Hard | Be Professional | Good, Better and Best | Achievements & Results | Lead the change |



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HOW TO JOIN?



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HOW TO JOIN? TLTD Volunteer

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Courses

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Online Mentorship

*Thank you for your
time & I hope you
enjoyed just like I did!*

*Feel Free to contact us if
you have any questions
or feedback.*



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