



**TLTD Volunteer**

# TLTD Volunteer

TLTD Jobs | Internship  
2021

## [Welcome Pack]

Version 2.2

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**  
[Official Page](#)

**TLTD IT**  
[Official Page](#)

**TLTD Art**  
[Official Page](#)

**TLTD Interview**  
[Official Page](#)

**TLTD Sandbox**  
[Official Page](#)



**TLTD Volunteer**

**TLTD Volunteer**

**2021**

**Services**



**TLTD Volunteer**

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

**Online Mentorship**

**Online Courses**



**TLTD Volunteer**

**TLTD Volunteer**

**2021**

**Internal Structure**



TLTD Volunteer

# TLTD Volunteer

Founder: Ali Jawad

## Project Management

Zainab Ali

HR  
Department

Internship  
Department

## Project Planning

Nada Safaaldeen

Online Training  
Department





**TLTD Volunteer**

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**2021**

**HR Department**



# 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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**2021**

**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**



**30 Days Online Training**  
Internship Department  
TLTD Volunteer

**20 Sessions**

**20 Different  
Essential Subjects**

**Sharing**

**Trainees MUST share  
the training posts on  
their social networks**

**Summary**

**Trainees need to write a  
summary after each  
session and publish it  
on their social networks**



**60 Days Probation**  
Internship Department  
TLTD Volunteer

**Part 1 [30 Days]**

**Trainees will be  
training other  
people**

**Part 2 [30 Days]**

**Trainees will be  
trained with the HR  
Department**

**Exception**

**A special program  
will be explained later**

# The Exception Program

Internship Department  
TLTD Volunteer

Trainees will be asked and will be offered two choices, either to carry on normally or enter the exception program.

## Case 1

Extremely Outstanding Performance during the 30 Days Online Training

[Exception 1]  
Offering 30 Days Probation [Part 1] instead of 60 Days [Part 1+2]

## Case 2

Extremely Outstanding Performance during the 30 Days Probation [Part 1]

[Exception 2]  
Offering to skip the Probation and enter the 90 Days Internship

## Case 3

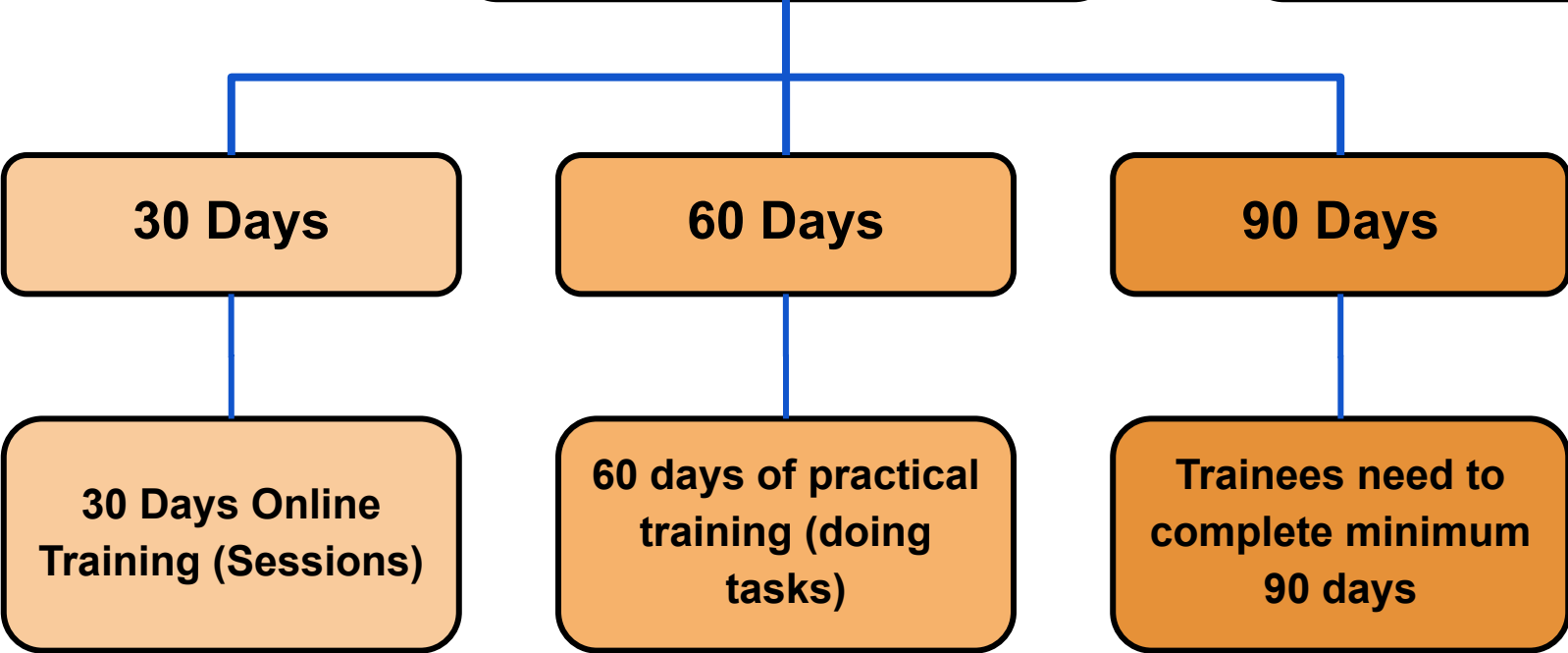
Super Extremely Outstanding Performance during Case 1 or Case 2

[Exception 3]  
Offering to skip the Internship [90 Days] and will be given the official membership



**Recommendation Letter**  
**Internship Department**  
**TLTD Volunteer**

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







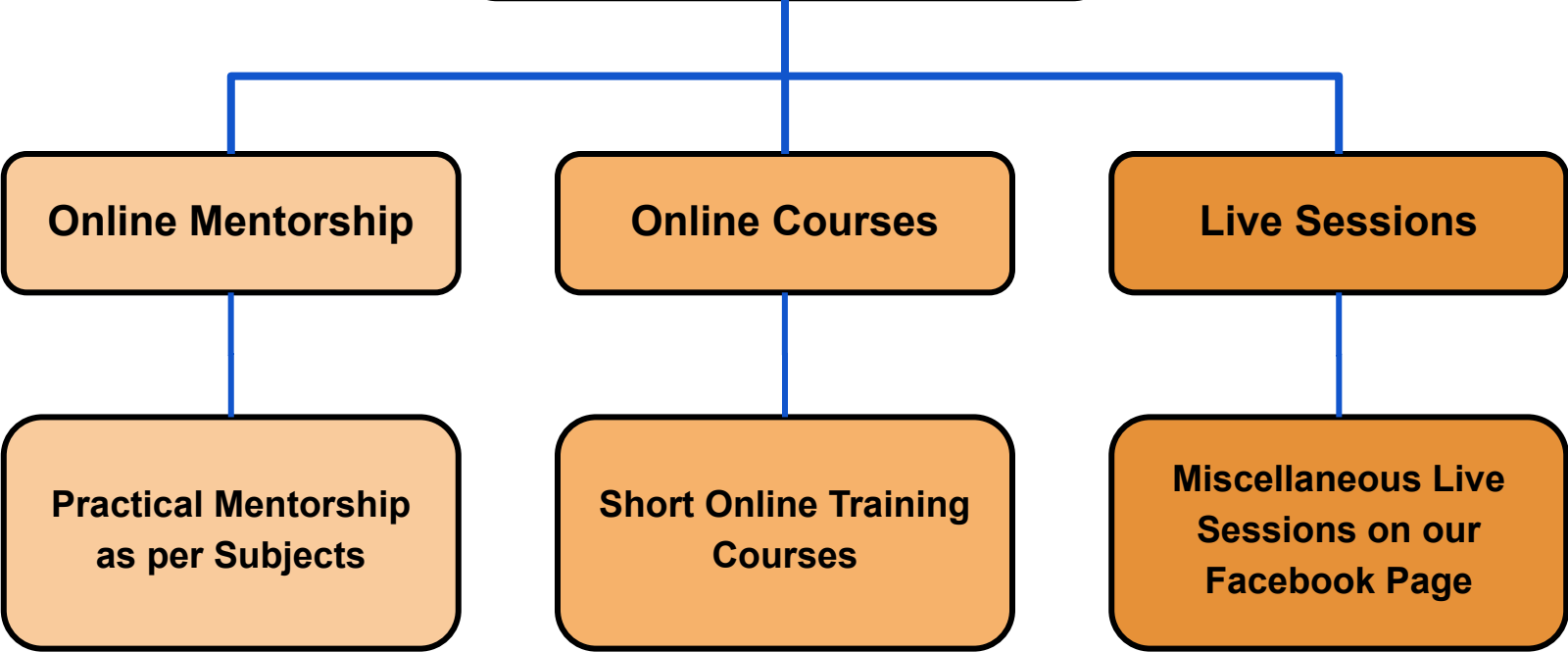
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**Online Training  
Department**

**Online Training Department  
TLTD Volunteer**





# Online Mentorship

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

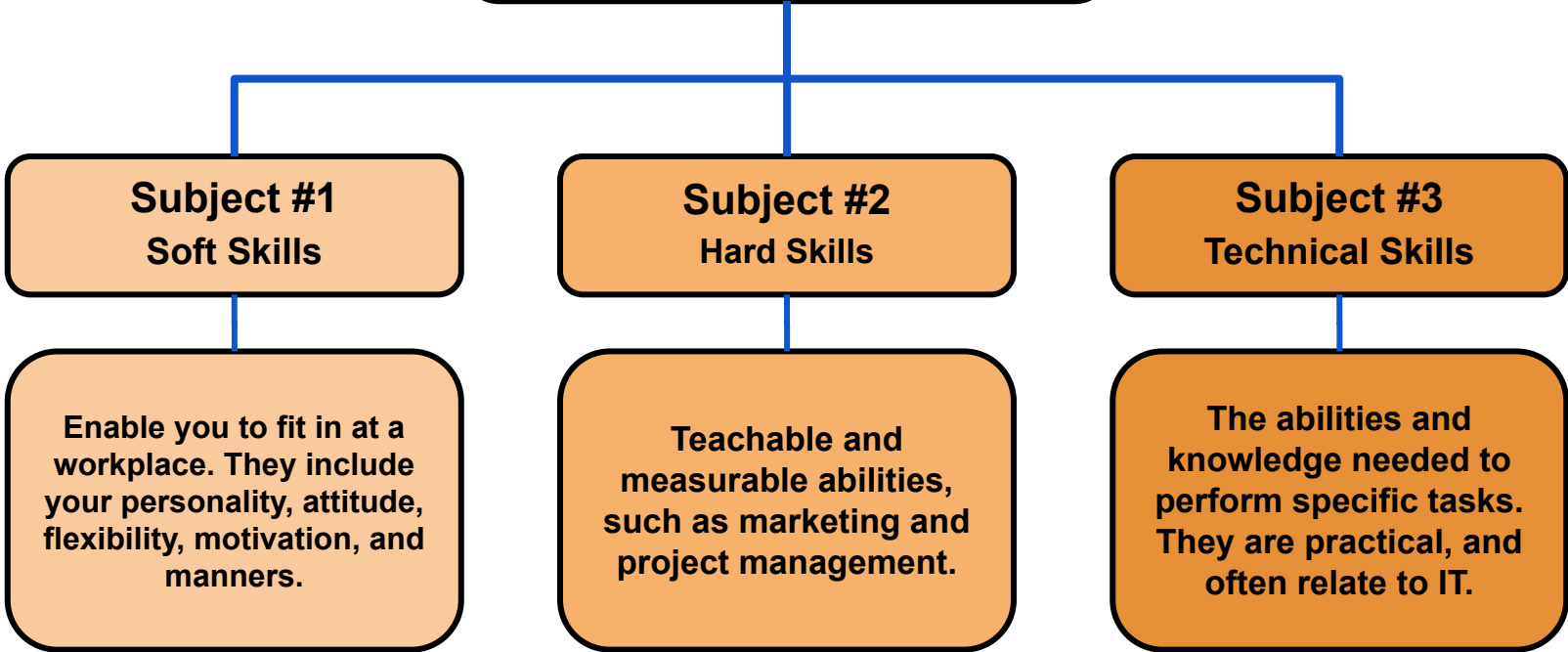
**Problem Prevention**

- Investigating.
- Brainstorming.
- Strategic Leaders.



# Online Courses

Online Training Department  
TLTD Volunteer



# TLTD Volunteer

2021

**30 Days**

**Online Training**

Internship Department



**TLTD Volunteer**



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# 30 Days Online Training

## Internship Department

### TLTD Volunteer

### Week #1

**Start With Why**

**Knowledge vs Experience**

**Time Investment**

**Office Not Required**

**Team Work**

### Week #2

**Who Are You?**

**Chain of Commands**

**Discuss with Respect**

**Be Proactive**

**Documentation**

### Week #3

**Work Smart**

**Follow Up**

**Be Professional**

**Actions First**

**Good isn't Good Enough!**

### Week #4

**Achievements & Results**

**LinkedIn**

**Marketing**

**Sharing Theory**

**Be The Change**



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**Internal  
Communication  
Policy**

# Internal Communication TLTD Volunteer

Sometimes, we might communicate via emails as well

## Telegram Group

Only for quick questions, polls, voice messages and voice chat

## Slack

The main platform for daily discussions and important announcements

## 8x8

Working side by side with the management





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**Official  
Membership**

# Official Membership TLTD Volunteer

**TLTD Volunteer  
Staff**

**Must complete at least  
(6) months with TLTD  
Volunteer to be  
eligible to apply**

**The Exception  
Program**

**Must be eligible for (The  
Exception Program) and  
get approval from the  
founder**

**TLTD Managers**

**Managers of other  
(TLTD Projects) are  
eligible to apply**



TLTD Volunteer

## Benefits Official Membership TLTD Volunteer

<p><b>Valid for 6 months from the issue date, as long as the member is still contributing to TLTD Volunteer. In case of quitting, the membership will be cancelled immediately.</b></p>	<p><b>Eligible to enroll in any course presented by TLTD IT or any other TLTD Project without filling any form and without any interview unless otherwise.</b></p>
<p><b>Renewable upon request and mutual agreement between the management and the member, unless otherwise.</b></p>	<p><b>Special Discount for VIP Services presented either by one of the TLTD Projects or any other project related to the founder.</b></p>
<p><b>The right to vote (but not to decide) on any managerial decision unless otherwise.</b></p>	<p><b>Direct contact with the founder 24/7.</b></p>
<p><b>Dedicated email address (@tltdproject.top).</b></p>	<p><b>Eligible for special training by the founder upon request or whenever needed.</b></p>
<p><b>Eligible to enroll automatically in TLTD English.</b></p>	<p><b>Eligible for higher positions or ranks within TLTD Volunteer.</b></p>



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**2021**

**HOW TO JOIN?**



TLTD Volunteer

# HOW TO JOIN? TLTD Volunteer

Visit Our Website

Read [Welcome Pack]  
Internship Department  
TLTD Jobs

Read [Welcome Pack]  
Online Training  
Courses

Read [Welcome Pack]  
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.*



**[Click Me!](#)**