TRAINING RESOURCES AND LEARNING GUIDES

Guide for Finding Internal and External [Organization/Division/Office/Mission/Operating Unit Name] Resources

Updated July 2023

Introduction

The purpose of this document is to provide training resources for development staff to strengthen the organization's decision-making processes and improve organizational development and knowledge management practices.

Some areas to promote effectiveness while achieving the mission's objectives include skills in leadership, strategic communication, monitoring, evaluation, and learning, and the latest methodologies on project/activity design and adaptive management.

This Learning Guide will provide resources available on USAID Learning Lab and a template to list recommendations for situational learning opportunities.

Knowledge Resource Portals:

Add a list of your organization's internal resources

- Internal Knowledge, Evidence and Learning Portal
  - Resources

A summary of USAID Learning Lab resources

- Learning Lab
  - KMOL:
    - Knowledge Retention and Transfer Model
    - Strengthening Knowledge Retention and Transfer During Staff Transitions
    - Cheat Sheet of Tools for Engaging Local Knowledge
    - Report and Webinar: Integrating Local Knowledge in Development Practice
    - Report and Webinar: Knowledge Management in the Era of COVID-19
  - CLA Toolkit:
    - The Learning Lab CLA Toolkit includes a set of curated tools and resources on Collaborating, Learning and Adapting to help you plan and implement Program Cycle activities more effectively.
    - Understanding CLA
    - Planning for CLA
    - Learning Agenda
    - Engaging Stakeholders
    - M&E for Learning
    - Adaptive Management
    - CLA in Activity Design and Implementation
    - Enhancing Organizational Culture for CLA
    - Resourcing CLA

- Managing Knowledge

- [Evaluation Toolkit](#)
  - Evaluation Policy
  - Evaluation throughout the Program Cycle
  - Planning and Commissioning an evaluation
  - Managing an Evaluation
  - Sharing, Learning, and Using

- [Monitoring Toolkit](#)
  - Monitoring in the Program Cycle
  - Monitoring Approaches
  - Monitoring Indicators
  - Monitoring Data
  - Analysis, Use, and Reporting

<u>Potential learning opportunities:</u> List opportunities for your staff below.

- **Leadership Development Training.** List any courses or trainings that might be available for staff at your organization/division/office/mission/operating unit.

- **Coaching and Mentoring Program.** List any mentoring programs for staff.

- **Learning Champion.** Consider establishing a learning champion role (person TBD) to provide support in identifying other learning opportunities as well as creating opportunities to transfer learning to a team or organization at large.

List Available Internal and External Webinars

Name	Date	Description	Link