LEARNING BRIEF
INTEGRATING LEARNING IN ORGANIZATION WORKFLOW

Best Practices for Planning and Implementing Learning Events

Adapted from the IIDC Learning Guide for Development Organizations: A Facilitator’s Guide

The 5Cs: Preparing for your Learning Event

Learning is the way we adopt and/or create new knowledge to improve the effectiveness and impact of our programs. It is both an emotional and an intellectual process. An effective learning journey must result in some modification, a new of the way of thinking, feeling and doing/working on the side of the learning organization.

Content: Conduct primary and secondary research. Analyse the present, discover new trends, bring the evidence.

Co-create: Collaborate with your team to develop a fluid agenda with a clear purpose.

Connect: Understand who you are working with and their learning needs.

Compelling case for action: Develop a concise and consistent strategy that gives agency and motivates participation.

Creativity: Identify opportunities that will help participants to develop new ideas for learning.

Facilitating the Learning Process – 6P’s

Persuasion: Get participants’ buy-in to engage with the topic and with others through respect, listening and negotiation

Progress: Ensure participants understand the learning outcomes to be able to track progress made

Participation: Each participant should be actively involved or given an opportunity to share personal views including introverts

Preparation: Know as much as you can about the programmes, implementers and their learning needs and challenges

Perspectives: Be empathetic, listen, invite different voices and diverse views and frame questions in a solution-oriented manner
Managing Expectations: How Learning Happens

Key Outcomes of Learning

Where to find more resources:
Impact and Innovations Development Centre [www.iidcug.org](http://www.iidcug.org)
Global Learning Partners: [www.globallearningpartners.com](http://www.globallearningpartners.com)
The THNK School of Creative Leadership: [www.thnk.org](http://www.thnk.org)