Learning Reviews and After-Action Reports in M&E Training Course

Professional Development Training Course Outline

Category	Monitoring and Evaluation	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s fast-evolving Monitoring and Evaluation (M&E) landscape, learning reviews and after-action reports (AARs) are critical tools for enhancing program performance, accountability, and adaptive management. Learning Reviews and After-Action Reports in M&E Training Course emphasizes evidence-based decision-making, knowledge management, and organizational learning, empowering M&E professionals to systematically capture lessons learned and translate insights into actionable improvements. Participants will gain hands-on skills to conduct structured learning reviews, facilitate after-action discussions, and produce high-impact reports that inform future strategies.

This course integrates practical tools, real-world case studies, and participatory methodologies to ensure participants can apply learning review processes within their organizational contexts. By leveraging data-driven insights, stakeholder engagement, and reflective evaluation practices, learners will strengthen their ability to foster a culture of continuous learning, adaptive programming, and results-oriented performance across teams and projects.

Programme Curriculum

Learning Reviews and After-Action Reports in M&E Training Course

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5 days

Course Objectives

By the end of this training, participants will be able to:

1. Conduct systematic learning reviews to enhance program effectiveness.
2. Design and implement after-action review frameworks for diverse projects.
3. Apply evidence-based evaluation techniques to identify successes and gaps.
4. Facilitate stakeholder-driven learning sessions for organizational improvement.
5. Translate review findings into actionable recommendations.
6. Integrate knowledge management practices into M&E workflows.
7. Strengthen adaptive management skills through reflective learning.
8. Use digital tools and dashboards for documenting and tracking lessons.
9. Promote team collaboration and learning culture within programs.
10. Develop high-quality, actionable after-action reports.
11. Assess impact and outcomes through learning reviews.
12. Enhance decision-making and policy influence through evidence.
13. Apply best practices and case studies to real-world M&E scenarios.

Target Audience

1. M&E officers and managers
2. Program coordinators and project leads
3. Development practitioners and consultants
4. Knowledge management specialists
5. Organizational learning and capacity-building staff
6. Data analysts and research officers
7. Policy advisors and program evaluators
8. Team leaders responsible for continuous improvement

Course Modules

Module 1: Foundations of Learning Reviews and After-Action Reports

- Principles of learning reviews in M&E
- Difference between AARs and traditional evaluations
- Role of reflective practice in program improvement
- Integrating learning into adaptive management
- Case Study: UNDP post-project learning review

Module 2: Planning and Preparing for Reviews

- Defining objectives and scope of learning reviews
- Selecting stakeholders and participants
- Designing data collection tools for review sessions
- Setting timelines and responsibilities
- Case Study: USAID learning review in health programs

Module 3: Conducting After-Action Reviews

- Facilitating effective AAR sessions
- Encouraging open, honest feedback
- Documenting lessons learned systematically
- Applying participatory techniques
- Case Study: UNHCR refugee program AAR

Module 4: Data Analysis for Learning Reviews

- Analyzing qualitative and quantitative data
- Identifying patterns, successes, and gaps
- Prioritizing actionable insights
- Linking analysis to program objectives
- Case Study: World Bank infrastructure project review

Module 5: Reporting and Dissemination

- Structuring high-impact after-action reports
- Using storytelling for lessons learned
- Visualizing key insights through dashboards
- Strategies for stakeholder dissemination
- Case Study: Learning report for Save the Children program

Module 6: Embedding Learning into Programs

- Integrating recommendations into work plans
- Monitoring adoption of lessons learned
- Feedback loops for continuous improvement
- Aligning learning with organizational strategy
- Case Study: GIZ adaptive programming implementation

Module 7: Digital Tools and Technologies

- Leveraging collaborative platforms for reviews
- Using M&E software for tracking lessons
- Visualization tools for AAR findings
- Enhancing accessibility of reports
- Case Study: Oxfam learning review platform

Module 8: Building a Learning Culture

- Promoting reflective practices in teams
- Incentivizing knowledge sharing

- Overcoming barriers to organizational learning
- Aligning learning with strategic goals
- Case Study: CARE International knowledge management initiative

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com