After-Action Reviews (AAR) 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

After-Action Reviews (AARs) are a powerful, real-time learning and accountability tool increasingly embedded in adaptive management, results-based management (RBM), and utilization-focused evaluation frameworks. After-Action Reviews (AAR) in M&E Training Course equips M&E professionals with practical, evidence-driven methodologies to systematically capture implementation insights, performance gaps, unintended outcomes, and operational lessons immediately after project activities, interventions, or critical milestones. Participants will learn how to transform experiential knowledge into actionable evaluation evidence that strengthens program effectiveness, transparency, and continuous improvement.

Designed for development, humanitarian, public sector, and impact-oriented organizations, this course integrates AAR facilitation techniques, learning loops, data synthesis, knowledge management systems, and decision-support mechanisms. Through hands-on case studies, participants will apply AAR tools to real-world M&E scenarios, ensuring lessons learned are institutionalized, communicated, and translated into strategic adaptation, policy influence, and improved development outcomes.

Programme Curriculum

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5 days

Course Objectives

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

1. Apply After-Action Review frameworks within M&E systems
2. Integrate AARs into adaptive management and learning agendas
3. Design structured AAR processes for projects and programs
4. Facilitate participatory, inclusive AAR sessions
5. Capture implementation evidence and performance insights
6. Analyze successes, failures, and unintended consequences
7. Link AAR findings to results frameworks and indicators
8. Strengthen organizational learning and knowledge retention
9. Translate AAR outputs into actionable recommendations
10. Support real-time decision-making and course correction
11. Document AAR findings using **standardized M&E reporting tools**
12. Institutionalize AARs across **projects, portfolios, and policies**
13. Use AAR evidence to enhance **accountability, learning, and impact**

Target Audience

1. Monitoring & Evaluation Officers and Specialists
2. Program and Project Managers
3. Learning, Knowledge Management & Adaptive Management Leads
4. Donor-Funded Project Teams
5. Government Planning and Performance Units
6. Humanitarian and Development Practitioners
7. Policy Analysts and Results Advisors
8. NGO and CSO Technical Staff

Course Modules

Module 1: Introduction to After-Action Reviews in M&E

- AAR concepts and origins
- AAR vs lessons learned reviews
- Role of AARs in adaptive M&E
- Learning loops and feedback systems
- **Case Study:** AAR use in emergency response programs

Module 2: Designing an Effective AAR Framework

- Core AAR questions and logic
- Timing and scope of AARs
- Stakeholder roles and participation
- Ethical and learning-focused facilitation
- **Case Study:** Designing AARs for health projects

Module 3: Facilitating High-Impact AAR Sessions

- Participatory facilitation techniques
- Creating safe learning environments
- Managing power dynamics and bias
- Documentation and evidence capture
- **Case Study:** Multi-stakeholder AAR facilitation

Module 4: Evidence Collection and Data Analysis

- Qualitative and rapid data capture tools
- Performance reflection techniques
- Root cause and gap analysis
- Synthesizing findings for M&E use
- **Case Study:** Analyzing implementation challenges

Module 5: Integrating AARs into M&E Systems

- Linking AARs to logframes and KPIs
- Using AAR findings in evaluations
- Adaptive management dashboards
- Alignment with donor reporting requirements
- **Case Study:** Embedding AARs into RBM systems

Module 6: Learning, Knowledge Management & Use

- Knowledge capture and storage systems
- Learning briefs and action plans
- Organizational learning strategies
- Promoting evidence use
- **Case Study:** Institutional learning through AARs

Module 7: From AAR Findings to Action

- Translating insights into decisions
- Developing corrective action plans
- Tracking implementation of lessons
- Accountability and follow-up mechanisms
- **Case Study:** Program adaptation using AAR evidence

Module 8: Institutionalizing AARs for Sustainability

- Policy and SOP integration
- Scaling AARs across portfolios

- Capacity building and coaching
- Measuring AAR effectiveness
- **Case Study:** Organization-wide AAR adoption

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:

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