Learning Reviews and Reflection Workshops 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-paced organizational and development environments, continuous learning and reflection are essential for improving performance, fostering innovation, and achieving strategic goals. Learning Reviews and Reflection Workshops are powerful tools that enable teams, departments, and institutions to systematically capture lessons learned, evaluate successes and challenges, and implement actionable improvements. Learning Reviews and Reflection Workshops Training Course equips participants with cutting-edge techniques in knowledge management, experiential learning, reflective practices, and adaptive decision-making, ensuring that learning is not only captured but effectively applied for long-term impact.

Through an interactive, practical, and participatory approach, participants will gain mastery in designing and facilitating reflective workshops, learning reviews, and post-activity evaluations. Emphasis is placed on leveraging data-driven insights, collaborative learning, and real-world case studies to enhance organizational learning culture. By the end of this training, participants will be capable of leading reflective sessions that drive performance improvement, innovation, and sustainable knowledge transfer within their organizations and projects.

Programme Curriculum

Learning Reviews and Reflection Workshops Training Course

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Course Duration

5 days

Course Objectives

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

1. Conduct effective learning reviews to capture lessons and best practices.
2. Facilitate reflection workshops that encourage collaborative learning and knowledge sharing.
3. Apply data-driven insights to improve programmatic or organizational performance.
4. Integrate continuous learning principles into organizational culture.
5. Develop actionable recommendations for program improvement based on reflection outcomes.
6. Utilize experiential learning techniques to enhance participant engagement.
7. Design structured reflection frameworks tailored to organizational needs.
8. Identify and mitigate knowledge gaps through systematic review processes.
9. Promote adaptive decision-making using learning review outputs.
10. Employ digital tools and platforms to capture and analyze learning.
11. Document and disseminate lessons learned effectively for knowledge transfer.
12. Foster innovative thinking and problem-solving through reflective practices.
13. Build a sustainable learning ecosystem within organizations or projects.

Target Audience

- Program Managers and Project Leaders
- Monitoring & Evaluation (M&E) Specialists
- Organizational Development Professionals
- Team Leaders and Supervisors
- Knowledge Management Officers
- Learning & Development Coordinators
- Policy Analysts and Advisors
- Consultants and Trainers

Course Modules

Module 1: Introduction to Learning Reviews and Reflection Workshops

- Definition and purpose of learning reviews
- Benefits of reflection in organizational learning
- Key principles of experiential learning
- Overview of reflection methodologies

- **Case Study:** How UNICEF leveraged reflection workshops for program improvement

Module 2: Designing Effective Learning Review Sessions

- Setting objectives and outcomes
- Selecting appropriate review methods
- Structuring sessions for maximum participation
- Planning follow-up actions
- **Case Study:** Red Cross learning review for emergency response

Module 3: Facilitating Reflective Workshops

- Techniques for encouraging open dialogue
- Managing group dynamics
- Engaging diverse stakeholders
- Using facilitation tools and techniques
- **Case Study:** World Bank team reflection workshops on policy implementation

Module 4: Capturing and Analyzing Learning

- Data collection methods for reflection workshops
- Analyzing qualitative and quantitative insights
- Identifying trends and gaps
- Turning lessons into actionable recommendations
- **Case Study:** WHO's learning review on health interventions

Module 5: Knowledge Management and Sharing

- Documenting lessons learned
- Tools for effective knowledge sharing
- Developing organizational learning repositories
- Promoting learning culture
- **Case Study:** Kenya Red Cross knowledge management system

Module 6: Applying Learning to Improve Programs

- Integrating reflection outputs into planning
- Adaptive decision-making processes
- Prioritizing actionable insights
- Monitoring progress of implemented changes
- **Case Study:** USAID program adaptation using learning reviews

Module 7: Digital Tools for Learning Reviews

- Platforms for collaborative reflection
- Digital facilitation techniques
- Data visualization and reporting
- Ensuring remote participation
- **Case Study:** UNDP's use of M&E digital tools in learning workshops

Module 8: Building a Sustainable Learning Ecosystem

- Embedding reflection practices in organizational culture

- Continuous improvement cycles
- Leadership support for learning initiatives
- Evaluating impact of learning interventions
- **Case Study:** Oxfam's institutionalization of reflection workshops

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
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

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