

EXPERIENCE CAPITALIZATION

LEARNING MODULE



"Experience capitalization", or "systematization", is the process through which an experience is identified, validated and documented, leading to lessons learning, identification of potential good practices and their subsequent adoption. Thanks to this approach, practices can be adapted, improved, adopted by others and upscaled, leading to a greater impact.



TARGET AUDIENCE

The course is meant to support the work of all those professionals involved in reflecting upon, learning from and sharing the lessons of their work, whether as part of a broad knowledge management effort or as a stand-alone activity.

These professionals work in a wide range of organizations, including international organizations, donor agencies, multilaterals, NGOs, research institutes, national or local governments. The main categories include:

- Team leaders / managers
- Project / programme technical staff
- Monitoring and Evaluation (M&E) officers
- Communication and information professionals
- Knowledge Management (KM) / Knowledge Sharing (KS) professionals

This course aims at providing organizations working in development programmes with the necessary tools and skills to plan and implement an experience capitalization process, and contribute to increased efficiency and effectiveness of their work.

The course will be available in English, French and Spanish.

IN COLLABORATION WITH:

CGIAR – CTA – ETC Foundation – FAO – F3E – FRI – GIZ
GRET – Helvetas Swiss Intercooperation – IICA – IFAD – UNDP – WFP

"Capitalize is to transform the experience into shareable knowledge".

Pierre de Zutter, Des histoires, des savoirs, des hommes : l'expérience est un capital.



OBJECTIVES OF THE COURSE

The learning programme will create awareness about the conditions and requirements for such a process, and an understanding of the necessary steps to follow. In particular, through the learning programme, learners will:

- identify the value of experience capitalization in their work;
- build skills to use experience capitalization in their work; and
- be able to use and help others use experience capitalization.

Unit 1: Preparation

This unit is intended to develop understanding of the experience capitalization concept and process. It provides guidance on how to advocate for an experience capitalization process within and outside the organization, and to plan and prepare for a process that leads to lessons learned and an improved practice.

- 1.1 What do we mean by experience capitalization?
- 1.2 Identification of the experience and the audience
- 1.3 Planning the capitalization process
- 1.4 Facilitation

Unit 2: Implementation

This unit aims to equip those in charge with the proper tools to identify the main steps in a capitalization process, identify the factors that influence every step, and to successfully implement a complete process.

- 2.1 Capturing, structuring and storing information
- 2.2 Analysis
- 2.3 Documentation
- 2.4 Sharing and dissemination

Unit 3: Adoption, adaptation and appropriation

This unit is intended to provide guidance on how to feed the lessons learned, including those of other stakeholders, into day-to-day activities, improving experience but also the capitalization strategy.

- 3.1 Adoption and adaptation of the practice : "Using the lessons learned"
- 3.2 Capitalization and scaling up
- 3.3 Institutionalization

Case-based scenarios, real-life examples, exercises and assessments are included throughout the lessons to reinforce learning and to increase active participation of the learner.



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