



USAID
FROM THE AMERICAN PEOPLE

DCHA/PPM LEARNING AND TRAINING SUPPORT QUARTERLY REPORT

JANUARY 24, 2011

This publication was produced for review by the United States Agency for International Development. It was prepared by Management Systems International.

DCHA/PPM Learning and Training Support Quarterly Report



600 Water Street, SW, Washington, DC 20024, USA
Tel: +1.202.484.7170 | Fax: +1.202.488.0754
www.msiworldwide.com

Contracted under AID-OAA-I-10-00002, Order No:AID-OAA-TO-10-00053

DCHA/PPM Learning and Training Support Task Order (TO)

DISCLAIMER

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

DCHA/PPM LEARNING AND TRAINING SUPPORT QUARTERLY REPORT

Overview

MSI is the prime contractor on the DCHA/PPM Learning and Training Support Task Order (TO). Under this TO, MSI supports USAID's DCHA Bureau in their learning and training activities and analysis through training curriculum design and delivery, assessing learning through evaluation, and knowledge management through dissemination of electronic information and e-learning. In the area of knowledge management and e-learning, MSI is supported by its subcontractor, CAMRIS. During the first quarter of this three-year contract, project activities were launched and planning meetings were scheduled with the COTR on a weekly basis. In addition, an overarching detailed annual work plan narrative and Gantt chart were submitted to the COTR for review and final approval and training and IT support staff began developing materials for the task order activities. This first year is slated to include two domestic iterations of the DCHA Essentials training course which includes a DCHA Meet and Greet introductory course; two overseas DLI/DCHA Essentials Workshops, one regional DCHA conference to be held overseas; two topical training courses; and a DCHA Bureau learning portal and e-learning courses.

This quarterly report covers the First Quarter, 2011 (October 1, 2010 through December 31, 2010).

Highlights

- Formulated and submitted Annual Work plan & Gantt Chart;
- Conducted feedback sessions with DLIs to improve future course design;
- Submitted recommendations for future DCHA Essentials' Course design;
- Develop analysis on DLI posts to determine potential locations for DLI Workshops and Regional Conference;
- Submitted overview on proposed Crises, Stabilization and Governance (DLI Workshops) trainings;
- Confirmed the first DLI Workshop for Bangkok, Thailand from May 9-13, 2011; and
- Research and development of modules for the Crisis, Stabilization and Governance eLearning portal launched including discussions with DCHA COTR and colleagues. A sample image of the platform is shown below.



USAID
FROM THE AMERICAN PEOPLE

CSG Learning Platform

Crisis, Stabilization, and Governance Learning and Training Initiative



- ABOUT CSG
- COURSE CATALOG
- COMPETENCY TRACK
- RESOURCE LIBRARY
- EVENTS CALENDAR

TRAINING EVENTS

DCHA Essentials Tuesday, February 22, 09:00 AM
» Friday, February 25, 05:00 PM

CMM Focus Groups Monday, February 28, 09:00 AM
» Tuesday, March 1, 05:00 PM

FFP Tuesday, February 22, 09:00 AM
» Friday, February 25, 05:00 PM

DG Fundamentals Monday, March 14, 09:00 AM
» Friday, March 18, 05:00 PM

Calendar

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

START

Username

Password

[Not yet registered? Click here](#)

SCHEDULE OF EVENTS

COURSE CATALOG

DEVELOP. INTERACT.

- Conference Logistics
- Ask an Expert (Blogs and Tips)
- Join Communities of Practice (COP)
- Toolkits
- Learning Plans

RESOURCE LIBRARY

COMPETENCY TRACK

USAID UNIVERSITY

DCHA OFFICES

CMM	DG
FPP	OFDA
OTI	PPM
PVC/AHSA	VfP

Crisis, Stabilization, and Governance Learning and Training Platform csglearning.org

Training and Professional Development for USAID Staff
The CSG Learning Platform is the online learning and training platform of the Bureau for Democracy, Conflict, and Humanitarian Assistance. This platform provides an accessible professional development resource designed to develop the competencies needed to effectively support programs in democracy and governance, conflict, private and voluntary cooperation, and humanitarian assistance.

Activities

The first quarter of this three year contract was primarily seen as a learning and development quarter. Weekly planning meetings were scheduled with the COTR and project activities were then launched. The major activities undertaken this quarter included the following:

DCHA Essentials Course: During this quarter the staff assessed DCHA Essentials trainings through feedback and observation and provided ideas for recommendations on how to improve subsequent trainings. There were discussions with the COTR on bonafide elements to be included in session designs for the training courses.

DLI Workshop: During this quarter an analysis was done to determine the best location for the first DLI Workshop. The location and site was confirmed as Bangkok, Thailand at the USAID RDMA facility. The workshop will take place for 5 days, from May 9-13, 2011. Initial discussions on curriculum design were held with the COTR and it was determined that the workshop will be facilitated by two trainers and designed for a maximum of 25 participants. The workshop will provide Crisis, Stabilization and Governance training to DLIs. It was also decided that a pilot of the workshop would be held in Washington, DC in April with staff from the Latin American and Caribbean Regions. Evaluations will be conducted of this first pilot the feedback from which will be used to refine the curriculum eventually presented in Thailand as part of the May DLI Workshop.

DCHA Regional Conference: During this quarter a preliminary chart was developed giving a tally of where DLIs are located. This information will be used to determine possible locations for the Regional Conference. The preliminary results indicate that Thailand or Kenya might be good choices as a central location for the conference. The conference site will continue to be discussed by the COTR internally with colleagues.

DCHA Platform: These web platforms and resource centers are moving from the concept stage to alpha and beta production, in accordance with the Task Order Year 1 Timeline. A soft-launch of the eLearning Portal is anticipated for mid- February to coordinate with the first DCHA Essentials course.

Lessons Learned

The lessons learned over the course of this quarter were to encourage and support regular input from DCHA Training Officers. Weekly meetings will be scheduled between MSI trainers and DCHA Training Officers to ensure that trainers' needs, communications and logistics are in sync for the upcoming activities.

Plans for Next Quarter

- Finalize Curriculum for DCHA Essentials Course;
- Work with DCHA training officers to develop consistent and cohesive training materials;
- Launch first DCHA Essentials Course supported by Task Order 4000-002;
- Conduct feedback session on DCHA Essentials Course;
- Develop curriculum for DLI Workshop;
- Prepare for DLI Pilot Workshop in April;
- Finalize location for DCHA Regional Conference;
- Convene regional conference planning committee to discuss conference agenda;
- Conduct assessment of regional conference needs from DCHA staff;
- Present a viewing of the CSG eLearning Portal to COTR; and
- Staff development and learning support process including interactive learning tools will be integrated to the eLearning Portal according to release versions and improvement of the portal.