



USAID
FROM THE AMERICAN PEOPLE

DCHA/PPM LEARNING AND TRAINING SUPPORT QUARTERLY REPORT

JULY 29, 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 as well as 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. The third quarter of this three-year contract marked a significant period under this task order. The opening sessions of the second iteration of the DCHA Essentials course were conducted, the first DLI workshop was unveiled in Bangkok, Thailand and the DCHA Professional Development and Learning portal (DCHA PD&L) implemented the soft launch of the Beta Live version which included major work on content development and management. In addition, weekly planning meetings were held with the COTR and the quarterly accruals report was submitted to the COTR for review and final approval. This first year is slated to include two domestic iterations of the DCHA Essentials training course, including a DCHA introductory course; two overseas DLI Workshops, one regional DCHA conference to be held overseas; two topical training courses; and a DCHA Professional Development & Learning Portal.

This quarterly report covers the Third Quarter, FY2011 (April 1, 2011 through June 30, 2011).

Highlights

- Unveiled the pilot DLI Workshop entitled, "Crisis, Stabilization and Governance (CSG) Workshop" in Bangkok, Thailand from May 9 – May 13, 2011 and conducted comprehensive evaluations of the design and curriculum;
- Submitted recommendations for future CSG Workshop design and curriculum;
- Successfully opened the DCHA Essentials' Summer 2011 Course in Washington, DC from June 13 - July 19, 2011;
- Introduced the modified "DCHA 101", a three and a half day course providing DLIs with an orientation and introduction to the DCHA Bureau and each of the individual DCHA Offices;
- Modified DCHA Essentials' Summer 2011 Course based on recommendations from the information provided by comprehensive participant evaluations;
- Initiated a soft-launch of the Beta version of DCHA Training and Learning Portal;
- Redesigned and fine-tuned Portal layout and content management as directed by USAID;
- Developed and uploaded new material to DCHA Training and Learning Portal such as the New Staff Orientation Handbook; DCHA 101 course material and "Ask an Expert" mentoring feature.

Activities

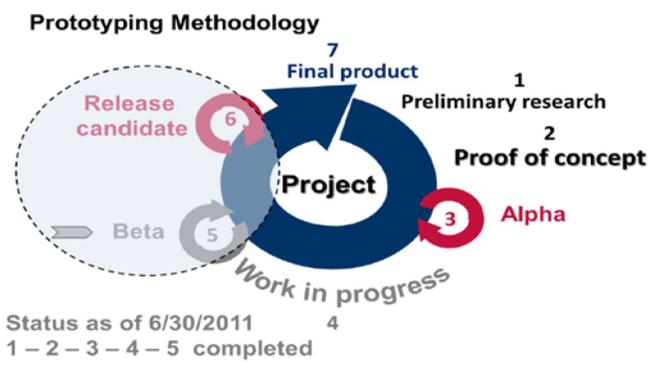
The third quarter of this three year contract was marked by several noteworthy activities. Weekly planning meetings were held with the COTR to provide regular updates and make decisions on moving forward. Additionally, the major activities undertaken this quarter included the following:

DCHA Essentials Course: During this quarter, the DCHA Essentials Summer 2011 Course was launched in Washington, DC from June 13 - July 19, 2011. The course was offered to 11 DLI participants and included the introduction of the modified DCHA 101, a three and a half day course providing DLIs with an orientation and introduction to the DCHA Bureau and each individual DCHA Office. This three and a half day orientation was then followed by technical training offered by each of the DCHA offices. Participant evaluations will be compiled for the DCHA 101 course and the technical training sessions. The feedback will be used to refine subsequent iterations of the course later this year.

DLI Workshop: During this quarter, the first DLI workshop was unveiled in Bangkok, Thailand at the USAID RDMA facility. This workshop, entitled “Crises, Stabilization and Governance Workshop”, was six days in length, from May 9-14, 2011 and was offered to 10 participants. The CSG Workshop targeted more experienced DLIs so that trainers could provide participants with an advanced course design and a complex curriculum. The workshop was meant to provide participants with an understanding of the relief to development continuum; the differences in planning, programming and monitoring and evaluation in fragile states versus resilient states; and to obtain broader insight into working with multiple stakeholders. Evaluations were conducted for all of the sessions of the workshop and recommendations developed for future workshop design and curriculum development.

DCHA Regional Conference: During this quarter, preliminary discussions were held with the COTR to determine possible dates and locations for the Regional Conference. The preliminary results indicate that Kenya will be the likely choice as a central location for the conference. Conference planning will continue to be discussed with the COTR and internally with USAID colleagues.

DCHA Platform: During this quarter, the soft launch of the DCHA Training and Learning Portal was initiated in a Beta live testing environment. The soft launch consisted of finalizing the general structure of the Portal which included developing the user account management settings and testing the Portal’s internal messaging system. The new “Ask an Expert” feature, which allows registered users to communicate with career mentors, and the “Course and Resource Catalog”, a system that provides a central location for all training resources and relevant information, have also been implemented. Additionally, material from the recently completed DCHA 101 Course as well the New Staff Orientation Handbook was uploaded.



DCHA PD&L Portal Current Homepage





DCHA Professional Development & Learning Portal

Supporting the development and retention of skills to better address crises, stabilization, and governance worldwide

HOME
ORIENTATION
TRAINING
MENTORING
RESOURCE LIBRARY

Latest Updates

FROM THE PORTAL ADMIN DRG Fundamentals Course, July 11-15, 2011
by Frank Welfens - Monday, 11 July 2011, 03:12 PM



DRG FUNDAMENTALS COURSE
Washington, DC, July 11-15, 2011

This course provides a comprehensive overview of the technical areas of DRG programming and policy-related topics important to DRG actions in the field. The program covers all subsectors in an interactive and participatory format. Participants include individuals who are new to USAID, others who have experience in the field, and a few who represent other sectors and USG partners.

[Click here](#) to access course materials and online forum.

FROM THE PORTAL ADMIN History of the DCHA Bureau (eLearning module in progress)
by Frank Welfens - Monday, 27 June 2011, 10:28 AM

eLearning module of the history of the DCHA Bureau is in development. This resource will soon be available on the portal.

Training

ORIENTATION	PROFESSIONAL DEVELOPMENT	MENTORING
DCHA Orientation Checklist	DCHA PD&L Portal Guide (PDF)	Guidance
DCHA New Staff Orientation Handbook	Skills & Knowledge Self-Assessment Tool	Ask An Expert
Crisis, Stabilization, and Governance	Individual Development Plan (IDP)	Join Communities of Practice (CoP)
Toolkits	USAID University (LMS)	

Upcoming events

[DLI Workshop: Crisis, Stabilization and Governance Training](#)
Monday, 22 August, 09:00 AM
» Friday, 26 August, 12:30 PM

[DCHA Essentials Course, Fall 2011](#)
Monday, 3 October, 09:00 AM
» Friday, 28 October, 12:30 PM
[Go to calendar...](#)

Calendar

July 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				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	29	30	31

Search the Portal

Login

Username

Password

[Not yet registered? Click here](#)
[Lost password?](#)

Forums

[Ask An Expert Forum](#)

[General Forums](#)
[Blogs](#)
[View all of my comments](#)
[View all discussions](#)

Navigation

[Home](#)
[Blogs](#)
[Courses](#)

Useful Links

[Homepage](#)
[Upcoming Events](#)
[New Staff Guide](#)
[DLI Info](#)
[Ask An Expert Forum](#)
[eLearning](#)
[USAID University \(LMS\)](#)
[Course Catalog](#)
[Resource Library](#)
[Toolkits](#)
[Search Portal](#)
[Contact Portal Admin](#)

DCHA/PPM Learning and Training Support Quarterly Report 3Q, FY2011

3

DCHA PD&L Course and Resource Catalog

DCHA PD&L Ask and Expert Feature

DCHA PD&L New Staff Orientation Handbook

USAID DCHA New Staff Orientation Handbook, May 2011
 Bureau for Democracy, Conflict, and Humanitarian Assistance
 U.S. Agency for International Development
 Washington, DC 20523-3100

Lessons Learned

The lessons learned over the course of this quarter were that there is substantial interest for the DCHA Essentials course by non-DLI staff within the DCHA Bureau. As such, the DCHA Essentials course should be expanded to accommodate these interested DCHA staff. Meetings and additional coordination will be planned with DCHA office trainers to ensure smooth planning for future iterations of the course. Additionally, the CSG Workshop relies heavily on the experience and knowledge of participants as a learning tool and, therefore, should be opened to other backstops and/or bundled with the Conflict 102 course. The CSG Workshop should also continue to strengthen and increase technical content focused on humanitarian response, conflict and governance.

Plans for Next Quarter

- Incorporate recommendations on design and curriculum formulated from participant evaluation feedback of the CSG Workshop for the next iteration of the Workshop;
- Coordinate with DCHA training officers to develop consistent and cohesive training materials across all offices;
- Develop and distribute a survey for non-DLI DCHA staff in order to gauge their interest in attending the DCHA Essentials course;
- Finalize a location for DCHA Regional Conference;
- Convene a Regional Conference planning committee comprised of DCHA staff to discuss DCHA Regional Conference agenda;
- Conduct an assessment of the Regional Conference needs from DCHA staff;
- Continue to reach out to DCHA offices and promote the Release Candidate version of the DCHA Professional Development & Learning Portal (DCHA PD&L);
- Plan and conduct training session(s) for Trainers and Managers to use the Portal's Content Management System;
- Manage the information for the New Employee Orientation section of the DCHA PD&L Portal.