



Learning Toolkit

FEF-OSC Coaching Series
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Session Objectives

- Understand what a learning toolkit is.
- Explore why it is important for CSOs like yours.
- Identify the key components of a toolkit.
- Begin drafting your own starter toolkit list

What is a Learning Toolkit?

- **A collection of tools, templates, and resources**
- **Helps capture, apply, and share learning consistently**
- **Builds institutional memory**
- **Supports sustainability beyond the FEF-OSC program**



Why It Matters for CSOs

1 Prevents reinventing the wheel

Captures successes and lessons learned

2 Supports onboarding new staff

3 Strengthens credibility with donors and partners

Some Key Components of a Learning Toolkit

- **Templates & Forms**
- **Guidelines / How-to Notes**
- **Case Studies & Lessons Learned**
- **Resource Library**
- **Action Planners / Checklists**

If you had to start today, what's the first document/tool you'd include?

Who in your organisation would use it most?

Share 1–2 ideas with the group

Your learning toolkit could be....

- It could be a Google Drive folder with labelled subfolders.
- Or a binder divided into sections.
- Inside could be sample templates, quick guides, or case studies.

The important thing is that it is simple, accessible, and evolving. You don't need a perfect version — just a starting point that grows."

Take Action – Next Steps

- **A learning toolkit is a part of your organisation's memory.**
- **It matters because it saves time, strengthens systems, and builds credibility.**
- **Start small: list 3–5 items you'd include, assign a focal point, and grow from there.**

Thank you

