**The Learning Loop**

Recent activities

Actions to take in next activities

Stories and insights

Recommendations and lessons

**Other notes:**

***Using the Learning Loop[[1]](#footnote-1)***

*This is a tool that can be used in meetings. Beginning in the ‘recent actvities’ box, use the tool to prompt discussions about recent activities, stories and insights, recommendations for what should happen next and new actions you can take to improve the project. (Remember, sometimes the best ‘action’ is to pause and wait for a better time, or to look around and think more deeply about the options). Make notes about the discussions and keep it for when you repeat the process at the next meeting.* **Unexpected event tracking tool:**

*This form can be used to quickly document unexpected events as they arise. It’s a good idea to print off the forms and have them hand.*

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| --- |
| **Date:**  **Description of unusual event :**  **Implications for your project (if any):**    **Recommended adjustments to your project or activities (if any):**  **Reported by:**  **Contact person for follow up:** |

|  |
| --- |
| **Date:**  **Description of unusual event :**  **Implications for your project (if any):**    **Recommended adjustments to your project or activities (if any):**  **Reported by:**  **Contact person for follow up:** |

**Data label templates**

**Individual**

|  |  |
| --- | --- |
| **Date** |  |
| **Data type** |  |
| **Location** |  |
| **Name** |  |
| **Role or position** |  |
| **Gender** |  |
| **Age** |  |
| **Summary and comments** |  |

**Individual**

|  |  |
| --- | --- |
| **Date** |  |
| **Data type** |  |
| **Location** |  |
| **Name** |  |
| **Role or position** |  |
| **Gender** |  |
| **Age** |  |
| **Summary and comments** |  |

**Group**

|  |  |
| --- | --- |
| **Date** |  |
| **Data type** |  |
| **Location** |  |
| **Title of activity** |  |
| **Number of participants** |  |
| **Summary and comments** |  |

**Group**

|  |  |
| --- | --- |
| **Date** |  |
| **Data type** |  |
| **Location** |  |
| **Title of activity** |  |
| **Number of participants** |  |
| **Summary and comments** |  |

**Evaluation Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation question** | **Methods to collect data** | **When?** | **Where?** | **Who? (Or what?)** | **How many?** | **Ethical considerations** |
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1. *This tool has been adapted from http://diytoolkit.org/tools/learning-loop/* [↑](#footnote-ref-1)