

CLA Toolkit

Curated tools and resources that help you integrate Collaborating, Learning and Adapting into your work.

Index of CLA Toolkit Content

[Alphabetical List of Tools](#) | [Tools Sorted by Toolkit Cluster](#)

Alphabetical List

Unique Reference Number	Tool Name
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1	A Guide to Hiring Adaptive Employees
2	Activity Monitoring, Evaluation, and Learning Plan (How-to Note)
3	Adapting Aid: Lessons from six case studies
4	Additional Help: Staff Roles and Responsibilities for Monitoring, Evaluation, and Learning
5	After-Action Reviews
<u>C</u>	
6	CLA Case Competition Case Library
7	CLA Framework, Maturity Tool and Spectrum Handouts
8	CLA Position Descriptions
9	Collaborating, Learning, and Adapting is Strongly Related to Staff Empowerment, Engagement, and Satisfaction

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11	Collective Action in USAID Programming
<u>D</u>	
12	Designing and Facilitating Learning-Focused Meetings
13	Designing CLA Services in Support Activities
14	Different Ways To Address Learning Questions
15	Discussion Note: Adaptive Management
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16	CLA Evidence Collection
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17	Facilitating Pause & Reflect Activities
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18	How to Build Trust as a Leader (and Keep It)
19	How-To Note: Planning and Conducting Site Visits
20	How-To Note: Strategy-Level Portfolio Review

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21	Incorporating CLA in Activity Management
22	Incorporating CLA in Solicitations
23	Incorporating CLA in the Procurement Process
24	Introduction to CLA in the Program Cycle Online Course
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25	Knowledge Management and Organizational Learning
26	Knowledge Management Brief: Tacit Knowledge
27	Knowledge Management Sustainability Tracker
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28	Learning Activities Grid
29	Learning Agendas: The Five Most Important Things You Need to Know
30	Learning Matters Newsletter
31	Learning Questions Checklist

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32	Learning Questions Tip Sheet
33	Learning Use Case Template
34	Listening Library
35	Locally Led Development Spectrum and Checklist Tool
M	
36	Managing Staff Transitions through CLA: Preserving Institutional Knowledge as Staff Come and Go
37	Mid-Course Stocktaking Module
P	
38	Pathways to Integrating CLA in Your Work
39	Podcast: Adapting for Better Development Results
40	Podcast: How do Organizations Integrate Learning into their Daily Work?
41	Podcast: How USAID Is Hacking International Development from the Inside Out: How (and Why) Is USAID Learning?
42	Podcast: Going Beyond Technical Skills: How to Build an Adaptive Team
43	Podcast: Meeting Strategically: How to Collaborate, But Not Too Much
44	Podcast: Staying Curious, Together: How to Create a Learning Culture

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45	Podcast: Staying in the Loop: How to Learn from your Data
46	Podcast: Stop, Collaborate and Listen
47	Podcast: Stopping to Think: Why It Pays to Pause and Reflect
48	Podcast: What is the Relationship Between Organizational Culture and Learning?
49	Podcast: What is the Role of Evidence and Data in Organizational Learning Efforts?
50	Podcast: What is the Role of Formal and Informal Leadership in Organizational Learning?
51	Podcast: Why Does Learning Matter in International Development?
52	Prepare & Maintain a Performance Management Plan (PMP) (How-To Note)
53	Project Co-Creation
54	Psychological Safety and Learning Behavior in Work Teams
55	Putting learning at the centre: adaptive development programming in practice
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56	Resourcing CLA Example: CLA Mechanism
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57	Ten Principles of Organizational Culture

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59	Towards evidence-informed adaptive management
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60	USAID/Armenia Field-Based Learning Review Resource Library
61	USAID/Washington Learning Agendas April 2022 Snapshot

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- 7 [CLA Framework, Maturity Tool and Spectrum Handouts](#)
- 24 [Introduction to CLA in the Program Cycle Online Course](#)
- 38 [Pathways to Integrating CLA in Your Work](#)
- 41 [Podcast: How USAID Is Hacking International Development from the Inside Out: How \(and Why\) Is USAID Learning?](#)

CLA-Related ADS Additional Help

- 58 [The CLA Maturity Tool: Identify your CLA Needs and Plan and Prioritize future efforts \(ADS 201 Additional Help\)](#)
- 4 [Additional Help: Staff Roles and Responsibilities for Monitoring, Evaluation, and Learning](#)
- 40 [How-To Note: Developing a Project Logic Model \(and its Associated Theory of Change\)](#)
- 52 [Prepare & Maintain a Performance Management Plan \(PMP\) \(How-To Note\)](#)
- 2 [Activity Monitoring, Evaluation, and Learning Plan \(How-to Note\)](#)
- 19 [How-To Note: Planning and Conducting Site Visits](#)

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39	How-To Note: CDCS Mid-Course Stocktaking
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15	Discussion Note: Adaptive Management

CLA Insights

25	Knowledge Management and Organizational Learning
6	CLA Case Competition Case Library
16	CLA Evidence Collection
30	Learning Matters Newsletter
34	Listening Library

Collaborating

11	Collective Action in USAID Programming
35	Locally Led Development Spectrum and Checklist Tool
10	Collaboration Mapping Tool
53	Project Co-Creation

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46	Podcast: Stop, Collaborate and Listen
<u>Learning</u>	
32	Learning Questions Tip Sheet
31	Learning Questions Checklist
33	Learning Use Case Template
28	Learning Activities Grid
14	Different Ways To Address Learning Questions
61	USAID/Washington Learning Agendas April 2022 Snapshot
29	Learning Agendas: The Five Most Important Things You Need to Know
55	Putting learning at the centre: adaptive development programming in practice
49	Podcast: What is the Role of Evidence and Data in Organizational Learning Efforts?
48	Podcast: What is the Relationship Between Organizational Culture and Learning?
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12	Designing and Facilitating Learning-Focused Meetings

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- 17 [Facilitating Pause & Reflect Activities](#)
- 5 [After-Action Reviews](#)
- 60 [USAID/Armenia Field-Based Learning Review Resource Library](#)
- 37 [Mid-Course Stocktaking Module](#)
- 59 [Towards evidence-informed adaptive management](#)
- 3 [Adapting Aid: Lessons from six case studies](#)
- 47 [Podcast: Stopping to Think: Why It Pays to Pause and Reflect](#)
- 39 [Podcast: Adapting for Better Development Results](#)

Culture

- 18 [How to Build Trust as a Leader \(and Keep It\)](#)
- 9 [Collaborating, Learning, and Adapting is Strongly Related to Staff Empowerment, Engagement, and Satisfaction](#)
- 57 [Ten Principles of Organizational Culture](#)
- 54 [Psychological Safety and Learning Behavior in Work Teams](#)
- 50 [Podcast: What is the Role of Formal and Informal Leadership in Organizational Learning?](#)
- 44 [Podcast: Staying Curious, Together: How to Create a Learning Culture](#)

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21	Incorporating CLA in Activity Management
27	Knowledge Management Sustainability Tracker
36	Managing Staff Transitions through CLA: Preserving Institutional Knowledge as Staff Come and Go
26	Knowledge Management Brief: Tacit Knowledge
40	Podcast: How do Organizations Integrate Learning into their Daily Work?
45	Podcast: Staying in the Loop: How to Learn from your Data
<u>Resources</u>	
13	Designing CLA Services in Support Activities
23	Incorporating CLA in the Procurement Process
22	Incorporating CLA in Solicitations
8	CLA Position Descriptions
1	A Guide to Hiring Adaptive Employees
56	Resourcing CLA Example: CLA Mechanism
51	Podcast: Why Does Learning Matter in International Development?

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Unique Reference Number	Tool Name
42	Podcast: Going Beyond Technical Skills: How to Build an Adaptive Team