



**Over 50,000**  
**Development Professionals Trained**



# **CAPACITY BUILDING**



TRAINING AND LEARNING

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# INTRODUCTION

ASK Training & Learning (ASK T&L hereafter) is a development consulting organisation that works countrywide in India and internationally with NGOs, Community Based Organizations, Corporates, Government Institutions and Multi Laterals. ASK T&L provides consulting and strategic advisory services in form of needs assessments, formative research, monitoring and evaluation of development projects and programs, Capacity building, business and supply chains and long term accompaniment in organization development, project cycle management to strengthen programs and projects.

ASK T&L's Capacity Building Domain is dedicated to empowering organizations toward achieving sustainable socio-economic development. Our mission is founded on the belief in the immense untapped potential within individuals and communities. We work to cultivate this potential through tailored capacity-building initiatives, equipping development actors with the skills and knowledge necessary to overcome obstacles and meet their goals effectively.

We collaborate with CBOs, NGOs, INGOs, donors, and corporate foundations nationally and internationally to bridge capacity gaps, ensuring the development and implementation of result-driven programs that align with the broader socio-economic objectives. Our expertise spans a range of sectors, from community development to corporate sustainability, with an emphasis on practical, knowledge-driven interventions that yield measurable outcomes. By providing hand-holding support and in-depth training, we help organizations navigate the complexities of development and enhance their operational effectiveness.

# OUR APPROACH

ASK T&L's approach to capacity building is built on a foundation of results orientation, process focus, participation, and institutionalization of learning.

## 1 Result Oriented

ASK T&L believes and promotes result orientation in development interventions. All of our Capacity Building inputs are methodically designed and executed in a result-oriented manner tailored to create a measurable impact

## 2 Process Oriented

We adopt a systematic, step-by-step approach to capacity-building, ensuring that each stage of the process contributes to the achievement of long-term, sustainable outcomes.

## 3 Participatory in Nature

Our programs emphasize collaboration and engagement, involving stakeholders at every level. Through participatory planning, training, and execution, we ensure that the perspectives of local communities and development actors are integrated into the process.

## 4 Institutionalization of Learning

We focus on embedding acquired knowledge and skills within the organizational structure to ensure sustainability. By institutionalizing learning, we help organizations integrate capacity-building into their everyday operations and culture.

## 5 Utilization Focused

Our capacity-building inputs are designed for immediate practical use, providing participants with tools and knowledge they can apply directly in their day-to-day work.

# WHAT WE DO?



ASK T&L's Capacity Building Domain offers comprehensive, need-based services that empower organizations to optimize their structures, systems, and processes for better program delivery and sustainable growth. Some of our core areas include:

## ✓ **Strengthening Organizational Effectiveness, Efficiency, and Sustainability**

We help organizations enhance their relevance and impact through a series of strategic interventions, including:

- Participatory Organizational Assessment and Context Analysis
- Strategic Planning
- Developing of Policies and Procedures etc. (Human Resource Development, Gender, Child Protection, Finance, Planning, Monitoring & Evaluation, HIV/AIDS etc)
- Change Management and Institutional Strengthening

## ✓ **Facilitating Change focused Project Cycle Management**

Our Capacity Building Domain assists organisations in streamlining their project management processes, focusing on:

- Training on Situational Analysis
- Training on Result based planning and
- Training on Proposal Development
- Training on Result based Monitoring
- Monitoring System Development and Reporting

## ✓ **Enhancing Human Resource Skills for Improved Efficiency and Effectiveness**

ASK T&L's facilitates various skill building capacity building programs aimed at improving human resource capabilities, including:

- Training of Trainers (ToT) – Generic
- Subject specific TOTs in various development subjects
- Training on Facilitation skills
- Training on Supervisory and Managerial skills
- Training on Leadership Skills Development
- Team building & Interpersonal Relationship Workshops

## ✓ **Promoting Participatory Development for Enhanced Program Effectiveness and Ensure Sustainability**

We help organizations and field teams understand and apply participatory development processes to improve program effectiveness, including:

- Participatory Rural Appraisal (PRA)
- SHG/CBO formation & Management
- Micro level Planning
- Participatory Monitoring Systems

## ✓ **Enabling Effective Local-Governance**

ASK T&L provides targeted training for NGOs and Panchayat Raj Institutions (PRI) members to enhance local governance capacity, including:

- Training on the Roles and Functions of PRI Members
- Good Governance
- Leadership Development
- Training on Government Schemes and Programs



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## ✓ **Community-Managed Disaster Risk Reduction (CMDRR)**

ASK T&L has developed expertise in community-managed disaster risk reduction, equipping NGOs and communities with the tools to reduce disaster risk through:

- Disaster Risk Analysis and Reduction Planning
- Community-Based Monitoring Mechanisms
- Mainstreaming Disaster Risk Reduction in Development Projects

## ✓ **Rights-Based Approach to Development:**

We train and assist the NGOs & CBOs on the principles and tools of Rights-Based Approaches (RBA) to development, including:

- Training on Rights Based Approach to Development
- Training on Advocacy & Lobbying
- Training on Social Audit
- Training on Right to Information (RTI)

## ✓ **Capacity Building on Thematic Issues:**

We train and assist the NGOs & CBOs on the principles and tools of Rights-Based Approaches (RBA) to development, including:

- Training on Rights Based Approach to Development
- Training on Advocacy & Lobbying
- Training on Social Audit Training on Right to Information (RTI)

## ✓ **Institutionalizing Business Development Service (BDS)**

We assist organizations in embedding Business Development Services within their structures to enhance sustainability through:

- Market Sensing, Livelihood Mapping, and Entrepreneur Profiling
- Business Planning, Credit Linkage, and Market Linkage



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## How We Facilitate Capacity Building

We use a variety of tailored methods to deliver impactful capacity-building interventions.

- ✓ **Training Sessions:** We facilitate trainings on all the above subjects which specifically focuses in bringing knowledge, skill & practice level changes. The trainings are highly participatory, activity oriented and thought provoking.
- ✓ **Workshops:** We facilitate workshops that enable organizations to develop key plans and systems, such as strategic plans, monitoring systems, and policies. An enabling environment is created in these workshops for the participants to come up with their thoughts/ideas, discuss & deliberate on issues and reach to conclusions & decisions.
- ✓ **Facilitating Exposures:** We also design and facilitate field visits, exposure and exchange programs which are designed to provide real-world learning opportunities and foster peer-to-peer knowledge sharing.
- ✓ **Consultations and Discussions:** We facilitate and conduct issue-based consultations and discussions that facilitate problem-solving and decision-making.
- ✓ **Development of Training Material:** We assist in developing need based & customized training manuals, field guides and IEC material to support ongoing learning.
- ✓ **Field Accompaniment & Handholding:** Our unique hands-on approach ensures on-the-job learning, offering continuous support through demonstrations, practice, and feedback.





# OUR CLIENTS

## National

AIM Trust  
Amritsar CNI Diocese  
Arthik Anusandhan Kendra (AAK)  
Bihar Voluntary Health Association  
Caritas India  
Church's Auxiliary for Social Action (CASA)  
Child Rights and You (CRY)  
Durgapur CNI Diocese  
EFICOR  
Hans Foundation  
HelpAge India  
Hope Foundation  
Hope Kolkata Foundation  
Himotthan Society (TATA Trusts)  
Integrated Development Foundation (IDF)

Iswar Sankalpa  
Jamnalal Bajaj Foundation  
M. S. Swaminathan Research Foundation  
Nav Bharat Jagriti Kendra  
Participatory Research in Asia (PRIA)  
Praajak  
Oxfam India  
Samvad Jharkhand  
SARDA Trust  
Save the Children  
SNEHA  
Solidaridad  
Terre des Hommes - Kolkata  
Trickle Up  
Vigyan Foundation  
Yuva Mitra

## International

ARISA  
ANSA-EAP (Affiliated Network for Social Accountability in East Asia and the Pacific)  
Baptist World Aid Australia  
Bread for the World  
Caritas Cambodia  
Caritas Sri Lanka  
DanChurchAid  
Geneva Global  
Kinderpostzegels

Liliane Fonds  
Manos Unidas  
Misereor  
Simavi  
SOS Children's Villages  
Terre des Hommes  
UnitingWorld Australia  
Wells for India  
BASF  
Syngenta Global





## GET IN TOUCH



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