

INSTITUTIONAL CAPACITY BUILDING METHODOLOGY



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TRAINING CENTER



Introduction

Institutional Capacity Building Methodology Training Course gives professionals a structured way to assess, design, and strengthen the systems that make organizations perform. Capacity building covers more than training staff; it addresses organizational structure, processes, policies, governance, resources, and the way institutions learn and adapt. This program combines internationally recognized assessment methods with practical planning tools. As a result, participants learn to diagnose capacity gaps, build realistic development plans, and measure progress with clear indicators. Furthermore, the course connects institutional strengthening to service delivery and sustainable results. Participants also practice stakeholder engagement, change management, and donor-aligned reporting, so capacity efforts survive beyond a single project cycle.

Institutional Capacity Building Methodology Course Objectives

- Apply the UNDP capacity development framework to assess institutional performance.
- Conduct organizational capacity assessments using established diagnostic tools.
- Analyze capacity across individual, organizational, and enabling-environment levels.
- Design capacity development plans with clear priorities, actions, and timelines.
- Build results frameworks with logical models and measurable indicators.
- Strengthen governance structures, policies, and standard operating procedures.
- Apply change management models to guide institutional reform.
- Develop institutional learning systems and knowledge management practices.
- Align capacity plans with donor requirements and national development strategies.
- Monitor and evaluate capacity results using performance measurement frameworks.

Course Methodology



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- Facilitated sessions built around real institutional case studies.
- Hands-on capacity assessment workshops using diagnostic matrices.
- Group exercises to design capacity development plans and results frameworks.
- Guided practice with logical frameworks and indicator design.
- Roundtable discussions on governance and institutional reform.
- Scenario-based exercises in change management and stakeholder mapping.
- Structured peer review, reflection, and action planning.

Who Should Take This Course

- Institutional development and capacity building officers.
- Program managers in development and public sector organizations.
- Human resources and organizational development specialists.
- Monitoring and evaluation officers.
- Governance and compliance advisors.
- Policy analysts and planning officers.
- Consultants supporting institutional reform projects.

Institutional Capacity Building Methodology Course Outlines

Day 1: Foundations of Institutional Capacity Building

- Defining institutional capacity and its core components.
- The UNDP capacity development framework and its four steps.
- Individual, organizational, and enabling-environment dimensions.
- Capacity versus training: distinguishing knowledge, systems, and resources.



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- Institutional assessment principles and readiness factors.
- Common capacity gaps in public and private organizations.
- Case study: diagnosing capacity in a public institution.

Day 2: Capacity Assessment Tools and Diagnostics

- Organizational Capacity Assessment (OCA) methodology.
- Capacity assessment tools: questionnaires, interviews, and focus groups.
- Using the 5 Capabilities model and McKinsey 7S framework.
- Institutional and functional analysis techniques.
- Mapping stakeholders with the power-interest grid.
- Scoring, prioritizing, and reporting assessment findings.
- Workshop: running a structured capacity assessment.

Day 3: Designing Capacity Development Plans

- Setting capacity development goals and priorities.
- Writing SMART objectives for institutional strengthening.
- Building logical frameworks and results chains.
- Selecting inputs, activities, outputs, and outcomes.
- Resource planning and budgeting for capacity initiatives.
- Developing standard operating procedures and policy documents.
- Aligning plans with national strategies and donor programs.

Day 4: Implementation, Change Management, and Learning

- Change management models: Kotter's eight steps and ADKAR.



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- Building internal change agents and champions.
- Institutional learning systems and knowledge management.
- Staff development, coaching, and mentoring approaches.
- Managing resistance and sustaining stakeholder buy-in.
- Risk management for institutional reform projects.
- Workshop: building an implementation roadmap.

Day 5: Monitoring, Evaluation, and Sustainability

- Designing capacity indicators and baselines.
- Performance measurement frameworks and results-based management.
- Data collection methods: surveys, audits, and progress reviews.
- Using evaluation findings for institutional learning.
- Reporting to donors and governing bodies.
- Embedding sustainability and exit strategies.
- Capstone: presenting a complete institutional capacity plan.

Conclusion

By successfully completing Institutional Capacity Building Methodology Training Course, participants will have acquired the knowledge to assess institutional capacity, design practical development plans, apply change management methods, and measure results with reliable indicators. They will also understand how to align capacity efforts with national strategies and donor requirements while building systems that last. Gentex Training Center delivers this program through applied workshops and expert facilitation, enabling learners to strengthen their organizations with confidence.





FAQs for the Institutional Capacity Building Methodology course

Q1 What is the "Institutional Capacity Building Methodology" course about?

It is a training program that teaches how to assess and strengthen the systems, skills, and structures institutions need to deliver results. It covers capacity assessment, development planning, change management, and performance measurement.

Q2 What are the key benefits of the "Institutional Capacity Building Methodology" course?

Participants gain the ability to diagnose institutional weaknesses accurately, plan improvements that align with strategy and funding, and demonstrate results through evidence. Organizations benefit from stronger governance, better service delivery, and capacity gains that continue after projects end.

Q3 What skills will I gain from the "Institutional Capacity Building Methodology" course?

Participants build institutional capacity assessment, capacity development planning and results frameworks, change management and stakeholder engagement, and monitoring, evaluation, and reporting.



Q4 What tools, methods, or standards are covered in the "Institutional Capacity Building Methodology" course?

The course covers the UNDP capacity development framework, Organizational Capacity Assessment, the 5 Capabilities model, the McKinsey 7S framework, the power-interest stakeholder grid, logical frameworks, SMART objectives, Kotter's eight steps, the ADKAR model, and results-based management.

Q5 How is the "Institutional Capacity Building Methodology" course applied in real-world practice?

Learners apply it by running capacity assessments inside their own institutions, prioritizing gaps, drafting development plans and procedures, guiding reform with change management, and tracking progress through indicators. They then report results to leadership and donors and adjust the plan as evidence emerges.