

Pick Up & Go Training



Oxfam's Pick Up & Go packs are proving a fast, cost-effective way to equip staff with essential knowledge and skills. Designed as complete, self-contained training kits, the specialised material can be delivered within a day by competent facilitators at country level. Pick Up & Go offers a tested and consistent response to learning needs.

Testimony to their success is the experience of Oxfam's Director Barbara Stocking: "I ran a 'pick up and go' training workshop on gender mainstreaming. I was quite nervous about it, as I have never done one before. I recommend it. They are so well set out, they are easy to run, and for me it was a way I could work with staff in-country much more closely"



Oxfam's Pick Up & Go packs are proving a fast, cost-effective way to equip staff across the organization with a range of basic skills required to fulfil their roles. Originally conceived as a response to facilitating improvements in people management, the approach has already been applied to other areas, specifically HIV/AIDS and further topics are in the design stage.

Each pack is a complete, stand-alone kit, designed to be delivered by staff at country level who are capable facilitators but may not have in-depth knowledge of the subject. The material is thorough and clear enough to be able to deliver a good quality version of the module first time round. Principally formulated for staff in their first 18 months with Oxfam, it aims to familiarise them with knowledge and skills to a basic level of competency.

Pick Up & Go packs are designed to a standard format. Each course takes half or one day to deliver, and is participative in style. Drawing on input from specialists across the organization, content includes information for the region and for the facilitator; objectives; timetable; detailed facilitator notes with step-by-step instructions for each session; flipcharts and handouts.

Packs are readily accessible on the organisation's intranet and are available in English, French, Spanish and Portuguese. They are offered as a tool which regions can elect to use as appropriate to address locally-identified learning needs.

Within the topic of Managing Self and Others, examples of individual courses include Recruitment and Selection, Coaching and Feedback, Performance Management and Time

Management. Other topics available are Understanding Project Financial Reports, Gender Mainstreaming, and Campaigning, with more courses in the pipeline.

Oxfam develops the packs largely in-house, and includes the design and piloting processes. Direct costs are limited to translation expenses and, for some modules, outsourced writing.

Led by the Learning and Development function and championed by senior staff, Pick Up & Go has advanced Oxfam towards achieving corporate objectives in the area of people management. It offers a relatively low-cost response to an organizational need, delivered in a way that is appropriate for the culture of the organization. Success in its use has caused other NGOs to recognize the value of the Pick Up & Go concept. Modelling an empowering, 'can do' approach, it provides a complete and easy-to-use tool for fast, effective training of staff.

This case study originated from [Oxfam GB](#) and has been prepared by People In Aid in partnership with the Emergency Capacity Building Project (www.ecbproject.org).