

# LESSONS LEARNED WORKSHOP

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**2 DAYS IN CLASS AGENDA**

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**Integrating Lessons Learned process  
in Operational & Logistics planning**

## Lessons Learned Workshop

Integrating Lessons Learned process in Operational & Logistics planning

Day	Time	Subject	Notes
<b>Lessons Learned Workshop Day 1</b>			
TBD	0900-0945	<b>General Terms of Lessons learned</b> <ul style="list-style-type: none"> <li>• About Lessons Learned</li> <li>• Contents of the workshop and training approach</li> <li>• Defining Change process</li> <li>• Basic terms of Lessons Learned</li> </ul>	Activities Case Studies Discussion
<b>Break 15 minutes</b>			
TBD	1000-1045	<b>Lessons Learned Process Phase 1</b> <ul style="list-style-type: none"> <li>• Lessons Learned NATO process</li> <li>• ODCR part of NATO LL process (Observation-Discussion-Conclusion-Recommendations)</li> </ul>	Activities Case Studies Discussion
<b>Break 15 minutes</b>			
TBD	1100-1130	<b>Lessons Learned Process Phase 1</b> <ul style="list-style-type: none"> <li>• Lessons Learned and customized KANBAN boards</li> <li>• Combine Lessons Learned process with Agile techniques</li> <li>• Guidelines for the LL Workshop in Syndicates (LL Analysis steps of phase 1)</li> </ul>	Activities Case Studies Discussion
<b>Break 15 minutes</b>			
TBD	1145-1245	<b>Lessons Learned Workshop Phase 1</b> <ul style="list-style-type: none"> <li>• Establishment of the 3 Workshop teams</li> <li>• LL Workshop in Syndicates (LL Analysis steps of phase 1)</li> </ul>	
<b>Break 15 minutes</b>			
TBD	1300-1330	<ul style="list-style-type: none"> <li>• Presentation of LI and Possible Best practices from 3 teams</li> <li>• Review of Day 1</li> <li>• Questions &amp; Discussion</li> </ul>	

Lessons Learned Workshop Day 2				
TBD	0900-0945	<b>Lessons Learned Process Phase 2</b> <ul style="list-style-type: none"> <li>• Review of Day 1</li> <li>• Remedial Action: Decide</li> </ul>	Activities Case Studies Discussion	
Break 15 minutes				
TBD	1000-1045	<b>Lessons Learned Process Phase 2</b> <ul style="list-style-type: none"> <li>• Remedial Action: Implement &amp; Validate</li> <li>• Remedial Action: Final LL</li> </ul>	Activities Case Studies Discussion	
Break 15 minutes				
TBD	1100-1200	<b>Lessons Learned Workshop Phase 2</b> <ul style="list-style-type: none"> <li>• LL Workshop in Syndicates Phase 2</li> </ul>		
Break 15 minutes				
TBD	1215-1245	<b>Lessons Learned Workshop Phase 3</b> <ul style="list-style-type: none"> <li>• Presentation of 3 Teams</li> <li>• Review of Workshop</li> <li>• Key Take Away Points</li> <li>• Questions &amp; Discussion</li> </ul>	Activities Case Studies Discussion	
Break 15 minutes				
TBD	1300-1330	<b>Graduation Ceremony</b>	Activities Case Studies Discussion	