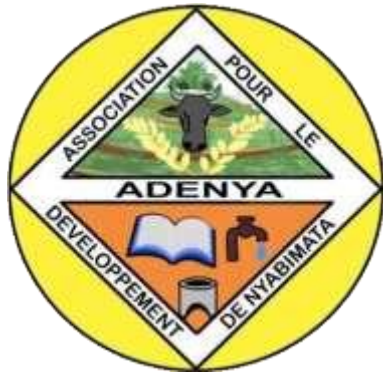




training as a tool

Our Tools

Capitalisation Assessment Interviews



DUHAMIC-ADRI

Interviews are useful capitalisation tools. Other tools can help you gather information, such as :
Brainstorming workshops,
Surveys, etc.



A brainstorming workshop

Choosing the right people

The aim of capitalisation is to "*move from experience to shareable knowledge*"*.

Interview people with different perspectives on the experience.

In the case of collective action: **interview various actors.**

***Pierre de Zutter**, *Des histoires, des savoirs, des hommes : l'expérience est un capital*, 1994.

The interviewees must have relevant and exhaustive opinion and experience of the experience you want to capitalise.

Setting up an ITW Guide

The interview guide is based on the Terms of Reference for the capitalisation.

It should highlight the relevant informations.

Reference Terms for a capitalisation

Objectives:

- Setting up a methodology to support the project team for the next concerted actions
- Bringing new ideas for concerted actions within the FpT collective
- Promoting to local authorities the contribution of grassroots organisations to local development

The participants:

- The project team: collaborators
- Grassroots organisations and members of the management committees
- Local authorities
- Benefiting members of the community

3 items to investigate:

- The stages of implementation of concerted collective actions
- The role of the different agents participating in the process
- Significant changes (individual empowerment of grassroots organisations members, collective empowerment of grassroots organisations, relationships evolution between agents, recognition and visibility of grassroots organisations as actors of social change)

Results:

- Restitution for the FpT collective: publication on the Atelier website?
- Feedback meeting with the 'Récasé' team: presentation, questions "what can we learn about posture, methods for future action"
- Written report for the team (+ for local authorities?)

Terms of reference for a capitalization by the 'Récasé' project

Go for open-ended questions to encourage people to speak.

While it is important to adapt the interview guides to each agent, you also need to have common questions.

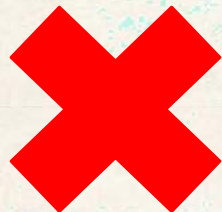
Capitalisation ≠ Survey : The guide is not set forever, it can evolve.

You can change the wording, but not the content or topic of the question.

The Interview

Set the interview in a familiar environment for the person.

Avoid sitting face-to-face. Choose a natural conversational posture.



Follow the interview guide.

Do not hesitate to rephrase the questions.

Skip a question if you realise the person can't answer it.

Handling the Interview

Writing, sound recording, video, ... : depending on available resources and your preferences.

When processing the interview, collect the testimonies and compare the answers given to the same question/topic.