



## Plan for capitalisation and transferability of the lessons learned (Work Package n°4)

### Table of contents

1. Purpose of the plan
2. Methodology for capitalisation and transferability
3. Objectives for capitalisation and transferability
4. Common model for knowledge transfer
5. Expected results and impact
6. Adaptation plan for training sessions

### 1. Purpose of the plan

The purpose of this plan is to ensure that the knowledge gained from the identified best practices and the lessons learned during the study visits is effectively capitalised, adapted and transferred to local and regional Public Employment Services (PES) ecosystems through dedicated tools and methodologies. Capitalisation and transferability are essential to transforming the project's collective learning into tangible improvements in Public Employment Services processes, services and communication strategies, particularly in the context of digital and green transitions.

The implementation of this plan, along with its outcomes, will contribute to strengthening the competences of PES staff and relevant stakeholders, enhancing their capacity to manage labour market transitions and to communicate effectively with both project partners and local actors.

Building on the lessons learned from the best practices identified across the four benchlearning areas, this plan defines four specific objectives—one for each area. These objectives provide a shared framework to guide partners in transferring and testing models at the local level, while fostering long-term impact and ensuring the replicability of results.

### 2. Methodology for capitalisation and transferability

The capitalisation and transfer process is structured around four main stages:

#### a. Collection and synthesis

- Best practices were collected and analysed by all partners throughout the project.
- Best practices have also been consolidated in the guideline *"A practical guide to best practices in the labour market."*

#### b. Definition of objectives

- Four objectives were defined through a series of online meetings involving all partners, aligned with the four benchlearning areas.
- Supporting tools and templates were developed (e.g. transferability sheet, adaptation plan for training sessions).

#### c. Local transfer and adaptation

- *During the 4 training sessions in January/February each partner:*
  - Presented the 32 identified best practices;
  - Selected four most relevant best practices (one per benchlearning area) to test or adapt locally.
- *Following the training sessions:*
  - Partners organise a joint online meeting to select at least one best practice per benchlearning area for implementation within each organisation, ensuring in this way that all four benchlearning areas are covered.
- *Each partner conducts a piloting phase:*



- o Organises bilateral exchanges with the PES that has originally implemented the best practice to gather operational insights.
- o Receives supporting documentation and materials.
- o Adapts the selected model to the local context;
- o Monitors short-term implementation results.
- *Based on the piloting phase:*
  - o Partners develop a list of recommendations.
  - o Project partners and the local team who tested the best practices organise a meeting with PES management and present these recommendations.
- *Finalisation of the transferability report:*
  - o Partners produce concise transferability reports (maximum 10 pages) outlining the adaptation process, key findings and recommendations.

#### d. Communication and dissemination

- The 8 reports must be translated into national languages.
- Results are disseminated via social media, internal platforms, meetings and communication materials.

### 3. Objectives for capitalisation and transferability

#### Objective 1 for the first Benchlearning area « Sustainable activation and management of transitions » :

*Support the adaptation of PES services to better assist jobseekers and employers through green and digital transitions using inclusive, data-informed and holistic approaches.*

*Examples of transfer focus:*

- integrated pathways combining employment, training and social support;
- monitoring tools for transition-related activation outcomes;
- use of digital and hybrid communication channels;
- staff training on holistic approaches and transition-related skills;
- strengthened collaboration with education and social services.

*Examples of transfer formats:*

- transferability Sheet;
- internal workshops for advisors and managers;
- monitoring templates for tracking outcomes.

#### Objective 2 for the second Benchlearning area « Relations with Employers »

Strengthen cooperation with employers to support inclusive and sustainable employment transitions and address labour and skills shortages.

*Examples of transfer focus:*

- dedicated employer service units;
- diversity and gender equality strategies;
- collaboration with clusters, chambers and training providers;
- ethical and inclusive recruitment practices;
- improved data sharing and coordination tools.

*Examples of transfer formats:*

- transferability sheet;
- employer roundtables;
- recruitment and diversity checklists.



### Objective 3 for the third Benchlearning area « Evidence-Based Design and Implementation of PES Services »

Enhance PES capacity to use data and evidence for service design, planning, evaluation and innovation.

Examples of transfer focus:

- interconnected data systems between PES, education, and social services for better coordination;
- mixed-method evaluation frameworks;
- staff training to analyse and interpret data for service improvement;
- use of AI and forecasting tools to anticipate green/digital skills needs;
- promotion of open data practices.

Examples of transfer formats:

- transferability Sheet;
- short training modules;
- pilot projects on forecasting or AI tools.

### Objective 4 for the forth Benchlearning area « Management of Partnerships and Stakeholders »

Reinforce multi-stakeholder governance and cooperation mechanisms supporting territorial transitions.

Examples of transfer focus:

- structured partnership frameworks;
- co-design workshops;
- joint training initiatives;
- inclusive governance approaches;
- long-term cooperation mechanisms.

Examples of transfer formats:

- transferability Sheet;
- stakeholder workshops;
- cooperation templates to formalise collaboration.

#### 4. Common model for knowledge transfer:

Section	Description
<b>Title of the practice / model</b>	Name of the transferable practice or tool
<b>Origin / Partner</b>	Organisation that originally developed the best practice
<b>Benchlearning area</b>	One of the four area
<b>Context &amp; objectives</b>	Presentation of the issue addressed and the objectives pursued
<b>Main components and tools</b>	Overview of the key steps, methods and instruments used, including: <ul style="list-style-type: none"> <li>• short description of the training sessions.</li> <li>• process for selecting the best practice to be implemented in the local ecosystem.</li> <li>• organisation of bilateral meeting(s).</li> <li>• detailed steps for implementing the selected best practice.</li> </ul>
<b>Results / Impact</b>	Feedback from participants Presentation of both quantitative and qualitative outcomes.



<b>Practical recommendations for local testing</b>	List of recommendations for PES managers to encourage the inclusion of specific elements of the benchmarked practice and learning in their strategies, plans or policy design.
<b>Engagement with PES managers</b>	Description of meetings and exchanges with PES managers (to stimulate their interest in the project's main results and further implementation)
<b>Transferability report</b>	Consolidation of the report following feedback from PES managers
<b>Resources</b>	Supporting documents and materials

## 5. Expected results and impact

- **at organisational level:** improved capacity of PES to design, implement and evaluate services supporting employers and jobseekers' green and digital transitions.
- **at staff level:** strengthened skills in holistic support, employer engagement, partnership coordination, and data use.
- **at local ecosystem level:** strengthened collaboration among PES, employers, training providers, and institutions, alongside improved communication with stakeholders.
- **at project level:** development of a shared, replicable Capitalisation and Transferability Framework extending the impact of NET PES beyond the project lifecycle

## 6. Adaptation plan for training sessions (example)

**Important:** Training sessions should be organised either online or on-site. One session must be held for each Benchlearning area/capitalisation objective, with a minimum duration of 2 hours and at least 10 participants per session.

*The objectives of the training sessions :*

- Present the 32 best practices from each of the four benchlearning areas.
- Assess their strengths and transferability potential.
- Vote and rank the most relevant practices for local adaptation.

## The structure of the training sessions :

### a. Introduction

- Welcome and agenda presentation
- Overview of NET PES project (partners, objectives, activities).

### b. Session content (per area)

- Introduction to the benchlearning area;
- Presentation of best practices (interactive formats encouraged);
- Group discussion on transferability and local applicability;
- Voting process (e.g. Mentimeter, Teams Forms), including justification of choices.

### c. Evaluation questionnaires after each training session : [here](#)

### d. List(s) of participants : [here](#)

### e. Workshop Materials :

- Materials and documentation for the training sessions : [here](#) (slides: short description of each best practice (name, context, outcomes, recommendations), PPT presentation, interactive exercises, etc.)
- Voting tool.
- Facilitation templates (agenda and notes).