

MIT Training Delivery Guide

At-A-Glance

Delivery Method Matrix

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Use this matrix to guide you in selecting a training delivery method that best meets your needs. Using your answers on the Key Question Form, find the most appropriate delivery method or simply use this matrix as a guide to the different methods.



Delivery Method	Most Effective When...
Classroom Training with Instructor	
Participants attend training where an instructor presents material and there is an opportunity for interaction and hands-on learning or practice	<p>Content:</p> <ul style="list-style-type: none"><input type="checkbox"/> developing interpersonal skill<input type="checkbox"/> hands-on practice is required<input type="checkbox"/> discussion is needed<input type="checkbox"/> interactive experience is integral to learning <p>Resources:</p> <ul style="list-style-type: none"><input type="checkbox"/> there are at least 8 hours of available development time for every 1 hour of classroom training<input type="checkbox"/> an appropriate space is available<input type="checkbox"/> there is only one instructor to many students<input type="checkbox"/> course can be repeated with little updating <p>Participants:</p> <ul style="list-style-type: none"><input type="checkbox"/> it's important for people to get to know each other<input type="checkbox"/> there are many smaller groups of 10-20 participants<input type="checkbox"/> participants can gather in the same location
One-on-One Tutorial	
Instructor provides individual instruction to one learner	<p>Content:</p> <ul style="list-style-type: none"><input type="checkbox"/> dealing with performance/development issues<input type="checkbox"/> duration is short<input type="checkbox"/> structure isn't needed <p>Resources:</p> <ul style="list-style-type: none"><input type="checkbox"/> internal expertise is available<input type="checkbox"/> private space is available<input type="checkbox"/> there is one instructor for each participant <p>Participants:</p> <ul style="list-style-type: none"><input type="checkbox"/> there is a small number of participants<input type="checkbox"/> follow-up with participants is necessary
Lecture/Demonstration	
In-person lecture/demonstration on a particular topic with limited interaction and practice	<p>Content:</p> <ul style="list-style-type: none"><input type="checkbox"/> communicating a policy change<input type="checkbox"/> material is at a beginner's level<input type="checkbox"/> content is well documented and available<input type="checkbox"/> information is for awareness only<input type="checkbox"/> it is a one-time presentation <p>Resources:</p> <ul style="list-style-type: none"><input type="checkbox"/> participants are able to meet in one location<input type="checkbox"/> subject matter expertise is available <p>Participant:</p> <ul style="list-style-type: none"><input type="checkbox"/> the group is large<input type="checkbox"/> the group has some familiarity with the topic

Delivery Method

Most Effective When...

E-learning, Facilitated

Instruction delivered electronically with an instructor or facilitator who sets the pace and/or offers interaction (e.g., webcasts or scheduled Internet instruction)

Content:

discussion will add value when e-learning is mode of choice

Resources:

- there are 40 hours of course development time available for every 1 hour of e-learning instruction
- there is a significant budget for development
- there is a webmaster available
- using e-learning for prerequisite material to shorten classroom training
- people need to convene, but there is no available space
- technical staff for support is available

Participants:

- there is a large group
- guidance is needed and group cannot convene

E-learning, Self-paced

Training delivered electronically (e.g., computer-based via the Internet or with CD-ROMs) in which learner sets own learning pace.

Content:

- used for re-training on a regular basis (compliance)
- content can be broken into smaller increments
- using e-learning for prerequisite material to shorten classroom training
- content has a narrow focus

Resources:

- there are 40 hours of course development time available for every 1 hour of e-learning instruction
- in-house e-learning expertise is available to design the course
- technical expertise and support are available
- participants can only devote a short amount of time daily to training
- it is expected that participants will fulfill training requirements during non-office hours

Participants:

- participants are technologically savvy
- participants are self-motivated
- there are varied levels of experience & ability
- there is a large number of participants required to complete a specific training

Self-paced Learning, Non-electronic

Learner follows a course of study, setting own learning pace (e.g., with printed materials such as books or manuals, not via the Internet)

Content:

- content is narrowly focused
- a specific skill needs to be learned

Resources:

- there is no in-house expertise
- there are no mandated deadlines
- participants have the flexibility to go at their own pace
- classroom space is limited
- time allows flexibility

Participants:

- participant is self-motivated
- there are large numbers of participants
- participants can't leave their work site
- participants have different schedules to complete training

Blended Learning

Combines e-learning with instructor-led classroom training or one-on-one instruction.

In addition to the guidelines outlined in each method above, consider this method when content is both interpersonal skill learning and involves large amounts of factual content. (i.e. ability to study materials electronically between in-classroom experience.)