

## DRAFT - Delivery/Instructional Strategy Job Aid

Once the training developer understands the nature of the content and instructional goals to be included in the training, the developer is equipped with the knowledge to select the appropriate delivery/instructional strategy. There are many delivery/instructional strategies that can be evaluated based upon training need and factors.

**Some of these factors include:**

- Size of audience
- Geographic dispersion
- Complexity of content
- Task simulation
- Collaborative work tasks
- Computer comfort
- Development costs
- Deployment time
- Need for maintenance

It is important to understand the different training options available. While choosing one training method does not assume that one type of training is 'better' than any other, it does recognize the advantages and disadvantages of each type of training for varying types of training needs or training factors.

**Some common training options include:**

Instructor-led Training

Instructor-led training is formal training conducted in a classroom-style environment.

Self-study Training (Paper-based)

Self-study training is self-paced training delivered through paper-based materials.

Computer-based Training (CBT)

Computer-Based Training (CBT) is delivered on a personal computer with the possible combination of sound, graphics, text, and video. The computer assumes the role of the instructor providing the information and scenarios to which the participant is asked to respond.

Video

Video training can range from simply videotaping an instructor-led or expert-led training session to producing a video that contains people, graphics, system screens and/or animation.

*Additional training delivery strategies include*

- Expert-led training
- Simulation
- Videoconference

**Directions for using the Delivery/Instructional Strategy Job Aid Matrix and Template:**

1. Refer to the Delivery/Instructional Strategy Job Aid matrix. All training factors and associated questions are listed and the most common delivery/instructional strategies are evaluated.
2. Using the Delivery/Instructional Strategy Template, evaluate the factors that you feel are a high priority for your training to be effective by placing a check in the "priority column"
3. Circle all applicable cells in the matrix template that best fit the questions as posed to your training initiative.
4. When finished answering all nine questions, determine which delivery/strategy has the most circles, or where the circles have fallen on high priority factors.

5. Remember, this is a guideline to think about using other delivery/instructional strategies, but not an absolute. Evaluate all training strategies before selecting the final strategy.