



Executive Summary

The Training Delivery Best Practices examines key best practices in adult learning, training development, and delivery. These best practices provided value-added context and background to participants who attended the Design Lab on August 7, 2000. The Best Practices set consists of: Adult Learning Characteristics, Training Design and Delivery Matrix, and an “E-Learning One Step Strategy”.

- Adult Learning Characteristics is an amalgamation of proven practice research on adult learning. Adult learning theory is a key concept when considering the methodology for designing and delivering the core curriculum. The overview provides several characteristics that typify adult learners. The document describes considerations for training adult learners such as attention span, selective perception and memory (short and long-term).
- The Training Design and Delivery Options matrix details a wide variety of training options that can be utilized in delivering learning solutions. Each option is defined and the applicability discussed. The matrix provides strengths and weaknesses of each approach for consideration in selection.
- The article “E-Learning Step One: Strategy” describes the proven practices of Dell Computers distance learning approach and advantages as a possible solution. This article in its original format can be obtained by visiting the American Society for Training and Development (ASTD) at www.astd.org.

These documents present core capabilities that may be developed within SFA University. These proven practices and concepts were kept in mind when recommendations were made for SFA’s Core Curriculum.