Learning Delivery Options

Note | Before designing your learning experience, ask yourself, "Given the resources available for this project, how will my audience best reach my learning objectives?" Remember that many effective learning experiences combine multiple delivery models.

Learning Delivery Model	Best for…	Development/ Delivery Cost Considerations	Additional Considerations and Getting Started
Face-to-face training, workshop, or meeting	▪ Small or large groups of participants ▪ When participants can easily gather in a common location ▪ When discussion is needed among participants ▪ When building trust among the group is a must (being able to see faces and engage)	▪ Staff or consultant time to develop and present content (appx 16 hrs per 1 hr of content) ▪ Staff time on logistics and communication efforts ▪ Handouts printing costs ▪ Cost of the room and food ▪ Presenter and participants' travel costs	In this column add… ▪ Who needs to be involved in the logistics of the event and at what point they should be contacted? ▪ What type of credit might be offered and who would need to be contacted to initiate the credit-approval process?
Video Conference (Zoom, Skype, Google Hangout, etc.)	▪ Small groups or meetings (12 people or less) ▪ When participants have access to a computer or mobile device (video cameras are helpful but not required for participation) ▪ When discussion is needed among participants ▪ When participants can't easily gather in a common location ▪ When the presenter or participants would benefit from sharing computer screens ▪ When a quick turnaround is needed ▪ When building trust among the group is needed (seeing faces helps)	▪ Leader preparation time ▪ Staff time on communication efforts and technical support	In this column add… ▪ Who needs to be involved in the technical setup of the event and at what point they should be contacted? ▪ What type of technology is required by end-users and what instructions/support might be needed ahead of time? ▪ Is it necessary to record and post the meeting for later reference? If so, who else might need to be involved?
Teleconference	▪ Small or large groups when limited discussion is required ▪ When participants have access to a phone ▪ When participants can't easily gather in a common location ▪ When a quick turnaround is needed ▪ For groups in which trust is already established (or limited trust is needed)	▪ Leader preparation time ▪ Staff time communication efforts and technical support	In this column add… ▪ Who needs to be involved in the technical setup of the event and at what point they should be contacted?

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Webinar (Zoom, WebEx, GoToMeeting, etc.)	▪ When content needs to be disseminated to a large audience ▪ When participants have access to a computer or mobile device ▪ For updates, announcements, or information dissemination (little or no discussion required) ▪ When participants can't easily gather in a common location ▪ When it's helpful for participants to be able to revisit content ▪ When a quick turnaround is needed ▪ When participants would benefit from seeing visuals on the presenters' screen	▪ Staff or consultant time to develop and present content ▪ Staff time communication efforts and technical support	In this column add… ▪ Who needs to be involved in the technical setup of the event and at what point they should be contacted? ▪ What type of technology is required by end-users and what instructions/support might be needed ahead of time? ▪ Is it necessary to record/post the meeting for later reference? If so, who else might need to be involved?
Screencast/ Screen grab	▪ When content needs to be disseminated to a large audience ▪ When a quick turnaround is needed ▪ When participants have access to a computer or mobile device ▪ To show or demonstrate a solution or how-to related to a computer application ▪ When it's helpful for participants to be able to revisit content	▪ Staff or consultant prep time and live capture time ▪ Staff time on communication efforts and technical support	In this column add.. ▪ A suggestion for time limits on Screencasts (We suggest less than 12 minutes to maintain participants' attention. Consider breaking up content into multiple short segments) ▪ What technology applications are required? ▪ Who is available for technical support? ▪ Where will the Screencasts "live" and who is responsible for maintaining this library?

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e-Learning Course or Module	▪ When content needs to be disseminated to a large audience ▪ When participants have access to a computer or mobile device ▪ When content remains the same for long periods of time ▪ When participants can't easily gather in a common location ▪ When participants would strongly benefit from activities, assignments, or visuals to support their learning ▪ When it's helpful for participants to be able to revisit content ▪ When you wish to track or measure participants' learning	▪ Staff or consultant time to develop and present content (appx 16 hrs per 1 hr of content) ▪ Staff or consultant technical development time for instructional design, audio or video capture, LMS upload (appx 38 hrs per 1 hr of content) ▪ Staff time on communication efforts and technical support ▪ Any platform or users license fees	In this column add.. ▪ Does the content already exist (internally or externally) or do we need to create it? ▪ What type of credit might be offered and who would need to be contacted to initiate the credit-approval process? ▪ What audiences could benefit from the content? How will you ensure the right audiences have access to the content? ▪ Who needs to be involved in the content development and at what point they should be contacted (be sure to include subject matter experts, instructional designers, and other stakeholders? ▪ What timeline should be considered to allow development and piloting time?
Online Discussion or Learning Community	▪ When participant reflection is a must ▪ When the facilitator or participants desire to share documents and resources ▪ When participants have access to a computer or mobile device ▪ When a group benefits from ongoing or longer-term engagement ▪ When participants can't easily gather in a common location ▪ When it's helpful for participants to be able to revisit content ▪ When a facilitator is available to monitor and direct conversation	▪ Staff or consultant time to develop content and monitor discussion ▪ Staff time on communication efforts and technical support ▪ Any platform or users license fees	In this column add.. ▪ The strongest communities of practice involve a committed and continually engaged facilitator. Who will take on that role? ▪ Who should be contacted to set up the online community? ▪ What timeline should be considered to allow set-up and testing time?

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