

Quick Guide 3: Pros and Cons of Learning Media

Learning Medium	Used for	Pros	Con
Face to Face Classroom Training	Used when users are new to organisation (new starter training) or when direct interactions and discussion and meeting with peers is essential.	Very Interactive and hands on activities. Instructional value very high.	Expensive to deliver, difficult to schedule and limited to smaller audiences
On the job learning	Practical Skills. Important that learners experience real world environment	Learning whilst working. Instructional value very high. Highly tailored to needs of individual learner.	1:1 coaching makes it very expensive to deliver. Not scalable to large groups. Requires buy-in from line manager. Manager or other staff need to have sufficient knowledge
Webinars/Virtual Training classroom (RILT)	Works well for special topics, online demonstrations, guest speakers and other less interactive training events.	Instructor-led Can be rapidly created .Global delivery, reach a wide audience – very scalable	Less interactive and should really be limited to 2 hours only. Have to be well designed to ensure it is effective.
Rapid eLearning	Information sharing, explaining context, quizzes and questions to test and assess knowledge.	Available 24/7 to a global audience and no limitations on attendees. Can record completion in LMS. Can link to range of supporting media	High dropout rates; lack of motivation Learner works alone – lack of interaction with instructor or other learners; no way to ask questions
Simulations (e.g. eClips)	Demonstrating an activity e.g. new software	Available 24/7 for a global audience. Easy to create and update. Show real footage	Network speeds for some countries might make them slow to play. Need to be maintained to ensure accuracy

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Videos	Interviews, Delivering Key messages from leaders	Can be made available globally. Cheap and easy to create with FLIP. Human element. Can be downloaded	Network speeds for some countries might make them slow to play
Podcasts	Interviews, Delivering Key messages from leaders	Can be made available globally. Cheap and easy to create with audio recording equipment. Can be downloaded	Network speeds for some countries might make them slow to play Can't see body language so tone of voice very important
Teleclinics Open Mic sessions (teleclinic plus virtual meeting)	"Ask the experts" Q&A sessions Post training support	Can be made available globally. Relatively cheap other than TC costs	People need to be aware of when the sessions are and have to wait for sessions to be available to ask their questions
Job aids/ handouts/workbooks	Step by Step instructions. Examples to practice	Can be made globally available accessible 24/7. Users can get a quick answer.	Might not cover all questions that a user has. Materials need to be managed and kept current
RU modules	Record the reading and understanding of a policy or regulated documentation	Available 24/7 to global audience. Record completion for regulated purposes.	No real learning involved no measure of actual understanding
Assessments/quizzes	Used to check understanding of a topic.	Can be made available electronically and results captured for a learners record	No opportunity to ask questions