

SELECTING LEARNING MEDIA WORKSHEET

WHAT TYPE OF PROGRAM ARE YOU DESIGNING? USE QUICK GUIDES 1-5 TO SELECT SUITABLE MEDIA:

Program Type	Learning Media Selected
<p>Type 1: Information Broadcast</p> <p><i>Raise awareness; impart information as broadly and quickly as possible.</i></p>	<p>-----</p> <p>-----</p>
<p>Type 2: Critical Knowledge Transfer</p> <p><i>Update people with new information</i></p>	<p>-----</p> <p>-----</p>
<p>Type 3: Skills and Competency</p> <p>a) Introductory materials/context setting (Use Type 1 media)</p> <p>b) Skills development, hands on learning (demos, practice, assessment)</p> <p>c) Coaching (Post-training support)</p>	<p>a) -----</p> <p>b) -----</p> <p>c) -----</p>
<p>Type 4: Certified skills and competencies</p>	<p>-----</p> <p>-----</p>

EXAMPLES OF SIMPLE BLENDED PROGRAMS:

Part 1	Part 2	Part 3
Live kick-off event	Self study activity	Live event
Self-study activity	Live event	Self-study activity
Rapid e-learning module	FAQs on a website	-
Rapid e-learning module	Podcasts summarising do's and don'ts, or updates from SMEs	-

LIVE, SELF-STUDY OR OJT? ANSWER THESE QUESTIONS

1	Are your learners being introduced to brand new material and have no prior experience with topics?	Y/N
2	Is it important that learners experience the real world environment (equipment, processes, people?)	Y/N
3	Is direct interaction and discussion with peers and experts essential to the learning process	Y/N
4	Is it business as usual, mature audience who don't need detailed context and explanation?	Y/N
5	Is it important the learner performs an exercise or demonstration to their manager?	Y/N

Q1,3 - if you answered yes to either of these, consider live instructor-led events.

Q2,5 – if you answered yes to either of these, consider OJT.

Q4 – if you answered yes to this question, consider self study.

BUY OR BUILD?

If your blend includes e-learning content, use Quick Guide 6 to decide whether to buy or build it.
