

## Delivery Method Decision Matrix

This guide will help you choose the right delivery method for more basic training programs.

Delivery Method	Best For	Comments
<b>On the Job</b> Typically done one-on-one or in small groups	<ul style="list-style-type: none"><li>• Small groups</li><li>• Technical procedures</li><li>• Ongoing development</li></ul>	<ul style="list-style-type: none"><li>• Ineffective with large groups</li></ul>
<b>Classroom</b> Participants and trainer gather in the same place	<ul style="list-style-type: none"><li>• Learners can gather in one place</li><li>• Up to 25 participants at one time</li></ul>	<ul style="list-style-type: none"><li>• May be difficult or costly if participants are not in same location</li></ul>
<b>Webinar</b> Facilitated over the internet via webinar software	<ul style="list-style-type: none"><li>• Can be highly interactive</li><li>• Good when learners are in different places</li><li>• Record webinar for future review</li></ul>	<ul style="list-style-type: none"><li>• Each participant needs their own computer</li><li>• Special software required</li></ul>