

Delivery Method Decision Matrix

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

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