

Media Selection Tool

Instructions

This tool is meant to be used as a guide for the project planning process. You may find it helpful to rule out methods that are less suitable for a given project, and then further evaluate the remaining options. It may be possible that a blended approach is recommended. Use the following table to identify characteristics of the training project.

Method	Stable Content		Use				Development Time			Development Tools					Travel		Group Size
	Yes	No	Just In Time	Guide	Technical	Procedure	Low <3 months	Medium 3-6 months	High > 6 months	Flash	Captivate	Articulate	Adobe Connect	Power Point	Yes	No	

Use the follow-up questions below for consideration in method(s) to recommend for your training project.

Follow up Questions for Options Selected as Appropriate

Cost

- Which method is most cost effective?
- Are there any other budgetary considerations?

Resources

- What staff resources (skill sets) are needed for the project?
- Is the necessary staff resource available for the project during the project timeframe?

Outcomes

- Will the course objectives be met by using this media?

Asynchronous Learning

Learning event in which students access online learning resources, and complete course topics at their own pace.

Method	Stable Content		Use				Development Time			Development Tools					Travel		Group Size
	Yes	No	Just In Time	Guide	Technical	Procedure	Low < 3 mo	Medium 3-6 mo	High > 6 mo	Flash	Captivate	Articulate	Adobe Connect	Power Point	Yes	No	
CBT	X		X		X	X			X	X	X	X				X	Unlimited
Desk Aid	X		X	X		X	X									X	Unlimited
Workbook	X			X	X	X		X								X	Unlimited
Pro Shop		X	X			X	X									X	Unlimited
Coaches Corner		X	X		X	X	X	X								X	Unlimited
Online Assessment		X			X	X	X									X	Unlimited
Webcast	X		X						X				X			X	Unlimited
Video	X	X	X		X	X		X								X	Unlimited
Demo	X							X								X	Unlimited

Synchronous Learning

Learning event in which students are engaging in learning at the same time.

Method	Stable Content		Use				Development Time			Development Tools					Travel		Group Size
	Yes	No	Just In Time	Guide	Technical	Procedure	Low < 3 mo	Medium 3-6 mo	High > 6 mo	Flash	Captivate	Articulate	Adobe Connect	Power Point	Yes	No	
Face to Face	X				X	X		X						X	X		5-30
On-site Support		X	X		X	X	X	X							X	X	1-30
Webinar	X	X	X		X	X		X	X				X	X		X	Unlimited
Coaches Corner		X	X		X	X	X	X								X	12-30
Video	X	X	X		X	X		X								X	Unlimited

Microlearning

An asynchronous learning event that delivers content to learners in short, specific bursts. Learners are in control of their learning.

The most common Microlearning Method is video. Several video formats are available.

All formats require a video developer and a script developer.

Best Use of video is: Just in Time training, Technical, and Procedural training.

Microlearning Video Checklist:

Length should be less than 10 minutes, preferable 3-5 minutes.

Intro must be less than 10 seconds

Focus on one topic

Video Format	Description	Additional Resources
Instructional Video	Directing learner how to do something.	
White Board Presentation Video	Sped up drawing (tracing), shows the drawing happening Audio added at normal speed.	Animating Software Artistic Developer
Pecha Kucha Video	Format of 20 PPT slides, 20 seconds per slide Total time 6 minutes, 40 seconds	Power Point
Video Interview with Key Stakeholders	Stakeholder interview to promote new initiatives or welcome new workers	

Other Microlearning Methods

Method	Best Use	Resources
Simulation/Demonstration	Technical Procedural	Adobe Connect Developer
Lesson Based Podcast	Guide Technical Procedural	Audio Developer Script Developer
Educational Blog	Guide Procedural	Subject Matter Expert
Online Assessment/Quiz	Technical Procedural	Quia Developer