Training modes cheat sheet

Kind of training	What is it	When to use it	Tools	Comments
Instructor-led training (ILT) or classroom training	An in-person session. Trainers supported by curriculum, materials and facilitation patterns.	People are co-located. Experiential/practical outcomes, fostering soft skills and group dynamics.		
Virtual training or webinar-based ILT	Live or pre-recorded webinars, typically with a slide deck and limited participation or Q&A.	People are not co-located. Intro'ing new processes/initiatives. Explaining, not exploring.		
Web-based e-learning	Self-directed modules, often derived from ILT materials (slides, recordings, etc.).	Learning details of new business processes or software systems. Establish a "min spec" baseline.		
Training Within Industry (TWI) / standardized work	Lean methods for identifying, agreeing on, implementing, and training processes+outcomes.	Complex systems with high risk/cost of failure or errors. Reducing variation, spreading good ideas.		
Micro-learning	Single topics or skills accessed in sequence or randomly. 10 min or less. Heavy on links to docs/references.	Complex topics or systems with many use cases/audiences. People need to get started right away.		
Social, sustained learning	Peer gatherings supported by experts, thought leaders, and management. User groups.	Develop the skills and support engagement of people over time. Reduce variation in skillsets.		