

FKA Instructional Strategies Checklists

Leader-Led Instruction Checklist

Consider LL when...	Yes	No
1. Learners are not motivated to learn on their own.		
2. The content is revised frequently.		
3. The total implementation window is small.		
4. Learners will benefit from interaction with each other and the instructor.		
5. Imitative learning is involved.		
6. Physical risk is involved.		
7. It is necessary to observe/score performance.		
8. The learner population is small.		
9. Heavy, scarce, or expensive equipment is required during training.		
10. Training facilities and instructors are available.		
11. Learner travel costs are small.		
12. The instructor can travel to the different training sites.		
13. The course is longer than 2 consecutive days.		

Self Instruction Checklist

Consider SI when...	Yes	No
1. Learners are well motivated to learn and will study on their own.		
2. The budget is too limited for more formalized training programs.		
3. Cost of formalized training outweighs the benefits.		
4. Content sources are available.		
5. Learners have lots of time to complete their training.		
6. The subject matter is simple enough to learn through self instruction.		
7. There is no physical risk involved.		



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Self-Directed Learning Checklist

Consider SDL when...	Yes	No
1. The content is stable.		
2. Learners are well motivated to learn and will study on their own.		
3. No imitative learning is involved.		
4. No physical risk is involved.		
5. There is a shortage of qualified instructors.		
6. The learners are spread over a wide geographic region and are not able to travel to a central training site.		
7. The learning population is large.		
8. Learner time to complete the course is less than 2 days.		
9. Demand for training is irregular.		

Computer-Based Training Checklist

Consider CBT when...	Yes	No
1. The content is stable.		
2. The content will vary for different segments of the population.		
3. Learners are well motivated to learn and will study on their own.		
4. The necessary technology (computers, CD-ROM drive, video and audio capability) is accessible to all potential learners.		
5. The learners already use computers.		
6. The learners are spread over a wide geographic region and are not able to travel to a central training site.		
7. The learner responses can be evaluated by the computer, i.e., the majority of questions have multiple-choice options, yes/no, or true/false type answers.		
8. Multimedia simulations and experiential exercises can recreate real world conditions.		
9. A valid performance test is possible.		
10. Learning occurs through much repetition and feedback.		
11. Technical support is available during regular hours.		
12. The learner population is large.		
13. The necessary design, production and testing time is available.		
14. A record of results is needed.		
15. Yearly re-certification is required.		
16. Standardization of learner performance is required.		
17. Learner time to complete the course will be less than 2 days, in total.		



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On-the-Job Training Checklist

Consider OJT when...	Yes	No
1. Training must be delivered locally.		
2. Learners are well motivated to practice on their own.		
3. A qualified SME is available to oversee the learner.		
4. The skills required can only be acquired over time with practice.		
5. It is necessary to observe/score performance before completion.		
6. Expensive, large or scarce equipment is required to train.		
7. The required job equipment is complicated and lengthy practice is needed.		
8. There is a shortage of instructors.		
9. There is lots of time to complete the training.		

Stand Alone Job Aids Checklist

Consider Stand Alone Job Aids when...	Yes	No
1. The aid is easy to use while performing the activity.		
2. There is time to get and refer to the aid before doing the activity.		
3. No physical risk is involved.		
4. The activity is performed infrequently.		
5. The activity involves a complex procedure.		
6. The sequence of steps is critical and inflexible.		
7. No practice is required to master the activity.		
8. The activity does not involve human contact.		
9. Development time is short.		
10. Employees are too busy to attend training.		
11. The content is frequently revised.		
12. The Job Aid is acceptable to the users.		
13. The activity is regulated by bodies outside the organization.		



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Web-Based Training Checklist

Consider WBT when ...	Yes	No
You answered "Yes" to many of the CBT statements and:		
1. Learners are spread across the globe and not able to travel to a central training site.		
2. The content needs updating frequently.		
3. At least some of the content benefits from the ability to interact with other learners and the facilitator.		
4. The necessary technology (computers, modem, access to internet, e-mail, etc.) is accessible to all potential learners.		
5. Dedicated servers and a website are available.		
6. Facilitators and web administrators are available during regular hours.		
7. Access to up-to-the-minute information and other websites is important.		
8. Components used while connected to the web are not media intensive.		
9. There is a need for secured access.		

Buy or Build Checklist

Consider buying courseware when...	Yes	No
Development time is severely limited, but you will have time to research the course developer and vendor, and:		
1. The course materials have been validated with a similar target population.		
2. The course objectives match the required performance.		
3. The course can be customized to meet your performance objectives.		
4. The cost of the course is within your budget.		
5. The developer's reputation is good.		
6. The course is available on demand.		
7. More than one vendor supplies the course.		
8. The course materials are of high quality.		
9. Job Aids are included.		

