

A Short List of Learning Activities

- **Observation** – watching the experts do it
- **Job aids** – used to assist performance while performing the job
- **Self-development** – reading books, taking classes, participating in new experiences
- **Computer tutorials** – software packages often have great (and free) lessons with them
- **Discussion groups** – ask the experts, Q&A about specific topics
- **Buddy system** – a temporary assigned partner, someone you can ask questions of
- **Coaching and feedback** – let's periodically meet and you can benefit from my observations
- **Peer consultation** – let's obtain the opinions of other experts in the field
- **Mentoring** – I will use my knowledge, experience and authority to advise, role model and guide you
- **Study groups** – group discussion of specific topics, often with assigned reading materials
- **Focus groups** – meetings to ask our internal or external customers how we're doing
- **Role playing** – practicing in a safe space before getting to the real situation
- **Learning games** – entertaining exercises using company-specific themes and topics
- **Accelerated learning** – preparing the learner to be open to new information; instructional techniques to ensure maximum participation
- **Lecture** – instructor-led presentation of new material
- **OJT, informal on-the-job training** - "go sit with Bill"
- **OJT, structured on-the-job training** - watch the demonstration, practice the task, pass an eval.
- **Cross-training** – learning related functions in a company to enhance worker abilities and organizational flexibility
- **Classroom** – any learning activities delivered in the training room, usually instructor-led
- **Individualized instruction** – personalized learning events
- **CBT/multi-media, off-the-shelf** – computer based learning, can offer many activities, usually in general topic areas
- **Video tape, purchased** – effective with instructor-led sessions, best when comes with participant workbooks
- **On-line learning, purchased** – good for learning any number of software packages
- **Experiential learning** – structured learning, often outdoors and requiring attention to transfer of experiences to the workplace
- **Off-site seminars** – commercially available specialty presentations
- **University and Vo-Tech classes** – complete classes, earn a certificate or a degree program
- **Teleconference** – great for no-travel training where learners can view slides and ask questions
- **On-line learning, internally developed** - e-learning, often used as an addition to instructor-led training, effective for targeting specific information
- **Laboratory** – demonstration and practice in a laboratory setting
- **Case studies** – written exercises depicting past or potential scenarios, learners formulate responses and develop plans
- **Simulations** – rehearsals where learners practice responding to situations
- **Video tape, developed** – can be used stand-alone or blended with other activities or media
- **CBT/multimedia, developed** – content and activity-rich computer based training, ideal for a large number of learners
- **Distance learning** – videoconferencing, instructor-led, great for "face time" and large numbers
- **High-tech training** – usually utilizing sophisticated machinery, equipment or processes
- **Simulators** – computer controlled artificial environments - trainees respond to pre-determined practice scenarios