ONLINE VS ONSITE COURSES

Which Training Delivery is Right for Your Group?

Both online and onsite deliveries offer unique advantages. One is not better. The real choice is choosing which is better for your team.

Since online training and onsite training differ in what is included and the time required to complete, you need specific information about each so you can compare them with true parity. That will allow you to calculate a real per person price and also determine which best fits your training goals, budget, company culture, and logistics.

And of course, there are other factors to consider when choosing whether to opt for onsite or online training such as travel ease or challenge, learning styles, company culture, and simply what people prefer.

ONLINE COURSES	ONSITE COURSES
Include:	**Include:**
✓ Course lessons, exercises, quizzes, videos, and materials	✓ Fully customized materials, based on challenges and current writing samples
✓ Detailed individual instructor feedback on course exercises	✓ Group and peer exercises and instructor-led discussions
✓ An individual grammar diagnosis and correction plan	✓ An individual grammar diagnosis and correction plan
✓ Any number of participants possible	✓ Cap at 15 participants per class
Generally, online training is preferred when the needed improvements are related to syntax issues. Individual practice and instructor feedback improve syntax more than discussion and instructor demonstration.	Generally, onsite training is preferred when the writing issues are complex, substantive writing challenges are present, and when insight and new processes will resolve challenges.
Online training includes much more opportunity for the instructor to provide individual writing feedback and mentoring. Online learning allows participants to learn incrementally.	Group discussion, exercises, and deconstructing a document work particularly well in onsite training.

ONLINE COURSES	ONSITE COURSES
Limitations:	**Limitations:**
No opportunity for live discussion of the application of the training with colleagues.	A lot of information is delivered in one sweep, making it harder to absorb and apply.
Discipline to complete the course is needed and tracking is required.	There is far less time available for the instructor to review individual documents.
Note: Adding a live instructor-led group webinar can resolve these inherent online limitations.	Note: Adding individual document review and live coaching can resolve these inherent onsite limitations.

ADDITIONAL TRAINING OPTIONS

Live Instructor-Led Group Webinar
Group case study review of an actual work document, plus writing questions addressed

Individual Document Review
Instructor review and detailed written feedback of an actual work document

Individual Live Coaching Session
1:1 review of an actual work document, plus coaching on individual writing issues via web

WHY INSTRUCTIONAL SOLUTIONS

Our online and onsite training addresses both the thinking and writing skills required for strong business writing.

We teach a methodology that improves the substance of all documents — complex information is coherently organized, the main point is extracted, and content matches a particular reader's needs. We then teach people to hone the writing of these substantively improved documents so it's concise and correct and a pleasure to read.

We have a full menu of business writing courses that can be delivered in whatever means that works best for our clients. All content can be customized, and with our vast content library, we can customize quickly and at a good value for clients.

SCHEDULE A CALL