

Training Approach Comparison Table

	F2F Training (ILT)	Live Webinar	E-Learning	Virtual Training (VILT)
Location	Meeting/training room at offices or offsite	Anywhere via a suitable digital device	Anywhere via a suitable digital device	Anywhere via a suitable digital device
Learning Environment Processes	Plenary discussions, sub-group work, presentations, activities, practice, slide-deck, video	Listen, typing of questions in to chat box, slide deck, video, polls	Focused material covered on one specific subject using video, reading, test exercises	Plenary discussions, sub-group work in breakout rooms, presentations, activities, practice, slide-deck, video, polls
Duration of Events	Half-day – multiple days	30 mins – 1 hour	20 mins – 1 hour	1 – 3 hours
Facilitator Skills	Skilled in traditional classroom skills	Skilled in subject area	Pre-recorded	Skilled in online interactive approach and traditional skills
Location of Facilitator	Present in the training room	Anywhere	N/a	Anywhere
Trainer to Learner Interaction	Two-way, full interaction	One-way mostly, with typed questions	One-way only	Two-way, full interaction
Learner to Learner Interaction	Full interaction between learners	None	Restricted	Full interaction between learners
Materials	Printed handouts	Slide deck download after the session	Online digital materials	Playbook download during the session
Inclusivity – Who can Attend?	Only learners who can physically be in the room	Anyone invited, anywhere	Anyone, anywhere	Anyone invited, anywhere
Timing	Fixed time	Fixed time agreed for delivery across time zones	24/7 access to learners across time zones	Fixed time agreed for delivery across time zones
Effort to be at Learning Event	Travel: road, rail, flights, taxis, hotels Time away from home Be on time	None – log in on time or listen to recording	None – anytime access	None – log in on time
Costs	Travel: road, rail, flights, taxis, hotels Room hire, meals, refreshments, event materials and facilitator	Preparation of slide deck and presenter.	One off digital build of programme, or subscribe to an external provider	One off digital build of programme and facilitator
Conclusion				
Interaction	High	Low	Low	High
Cost	High	Low	Low	Low
Time	Fixed	Fixed	Anytime	Fixed
Location	Fixed	Anywhere	Anywhere	Anywhere
Learning transfer	Potential for high	Low to high	Low to high	Potential for high
Exclusion risk	Low to High	Low	Low	Low