

Worksheet for Choosing Learning Solutions

Forms of learning to consider:

1. **Formal learning** (guided by a teacher or trainer, specified learning, and some form of assessment and certificate) Classroom or online courses, or on-the-job training programmes.
2. **Semi-formal** (more individualized, fewer specified learning outcomes) On-the-job learning, coaching and mentoring, secondments.
3. **Informal learning** (self-directed or opportunistic) Self-study, communities of practice, conferences, job experience.

Possible criteria to consider are found at the end of this worksheet.

1. What practical criteria or constraints limit your options for learning solutions? Eliminate solutions that do not fit the practical criteria.

2. What solutions are suggested by the learning needs and intended outcomes?

3. What pedagogical values of stakeholders, including participants, do you need to consider?

4. Write a justification based on the above criteria for a solution or blend of solutions.

Some Possible Criteria

Practical Criteria

- Time available to plan and develop
- Budget available to plan and develop
- Geographic distribution of students
- Training staff availability
- Skills of training staff
- Content expertise availability
- Student audience size

Learning Needs Criteria

- Learning goals (professional mastery, basic skills, prerequisite knowledge, continuing development)
- Frequency of application of learning
- Time available for learners to reach learning goals
- Longevity of instructional content (how long will it remain current?)
- Formality of assessment (certification, demonstration of improvement, proof of completion, no formal assessment)
- Complexity of the task or content to be learned
- Nature of task (manual skills, decision making, group or team processes, ...)
- Desire to build an ongoing community of learners
- Preparation of learners (background knowledge)
- Diversity of students (e.g., in level of preparation or organizational contexts)
- How well the desired level of expertise can be defined.

Pedagogical Values Criteria

How strongly do stakeholders and students prefer the following?

- Collaborative learning versus independent learning
- Constructivist (student-directed) versus instructivist (trainer-directed) learning
- Learner-centred versus teacher-centred (individual learning plans versus standardized plans)
- Natural learning environments versus constructed environments (on-the-job versus the classroom or online)