CHECKLIST

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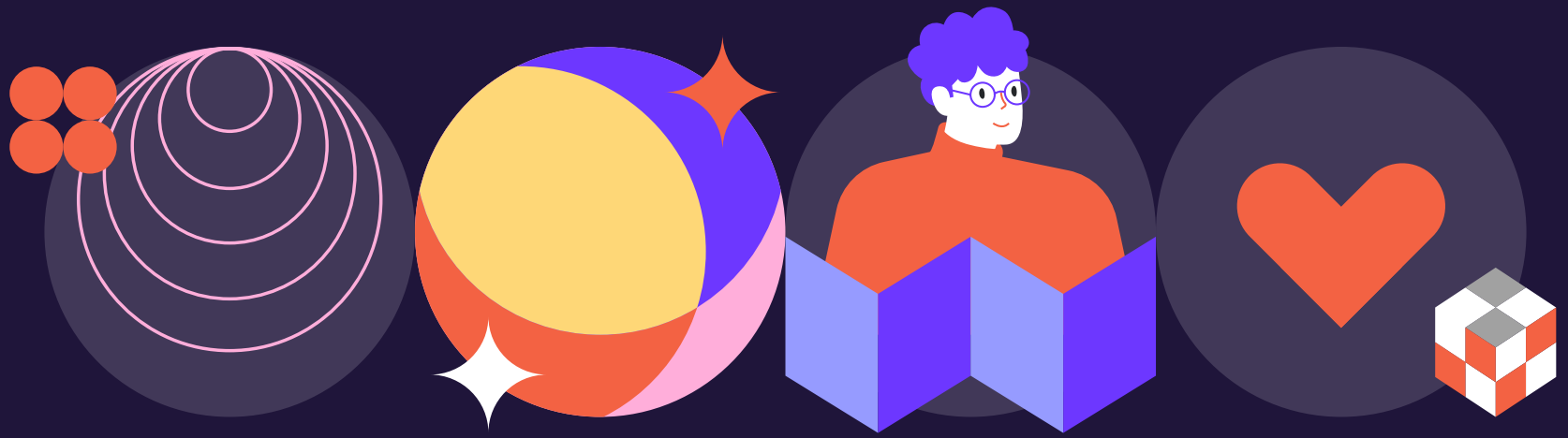

How to Choose the Training Format That Really Works

How to Choose the Training Format

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STEP 1 Create a training brief

A training brief is a detailed document outlining a training program, including objectives, content, methods, materials, duration, assessment criteria, trainer info, and logistics. Download the training brief template here →

STEP 2 Choose the most suitable course format using the criteria below

TRAINING DESIGN CRITERIA	Slide-based course	Interactive role play	Longread	Video course	Interactive video course	Games	Podcast	Screencast	Software simulator
Can be created by an inexperienced e-learning developer	✓	✗	✓	✗	✗	✗	✗	✗	✗
Training development time less than 1 month	✓	✓	✓	✗	✗	✗	✓	✓	✗
Limited budget	✓	✓	✓	✗	✗	✗	✓	✓	✗
Easy to make changes to the course	✓	✓	✓	✗	✗	✗	✗	✗	✗
Most convenient for practicing communication skills	✗	✓	✗	✗	✓	✗	✗	✗	✗
Most convenient for learning new software	✗	✗	✗	✗	✗	✗	✗	✓	✓
Training exercises with feedback	✓	✓	✓	✗	✓	✓	✗	✗	✓
Possibility of training without audio accompaniment	✓	✓	✓	✗	✓	✓	✗	✓	✓
Suitable for mobile learning	✓	✓	✓	✓	✓	✓	✓	✓	✗
Suitable for microlearning	✓	✓	✓	✓	✗	✗	✓	✓	✗

* The exception is software originally developed for a mobile device.

Course Formats

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SLIDE-BASED COURSE

is a training format that uses presentation software and delivers information through sequential slides.

SCREENCASTS

are user-friendly visual walkthroughs, guiding learners through screen recordings, images, text, and clearnarration.

LONGREAD

is an in-depth article or guide with text, images and videos.

SOFTWARE SIMULATOR

is a format that mirrors the software's interface, giving users a safe space to practice without the worry of making mistakes or losing important data.

GAMES

are interactive learning experiences that incorporate gaming elements like challenges, levels, and rewards, engaging learners while enhancing skills and knowledge in a playful way.

VIDEO COURSES

are dynamic learning experiences that blend engaging recorded videos with visuals, providing step-by-step instructions and practical demonstrations.

INTERACTIVE ROLE PLAYS

are training exercises in which learners engage in simulated conversations with various characters, allowing them to practice communication skills and receive feedback in a risk-free environment.

INTERACTIVE VIDEO COURSE

is a format that resembles a first-person computer game, where the employee becomes the main character and must solve a particular task or challenge. The storyline depends on their choices.

PODCASTS

are a captivating audio-based training format that offers flexible and relatable learning experiences.

MOBILE LEARNING

is a format that includes the use of mobile devices like smartphones and tablets to deliver educational content.

MICROLEARNING

is a bite-sized, focused learning format that delivers information in small, easy-to-digest chunks.

iSpring course examples

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Slide-based course →

Interactive Role Play →

Longread →

Video Course →

Interactive video course →

Game-based course →

Screencast →

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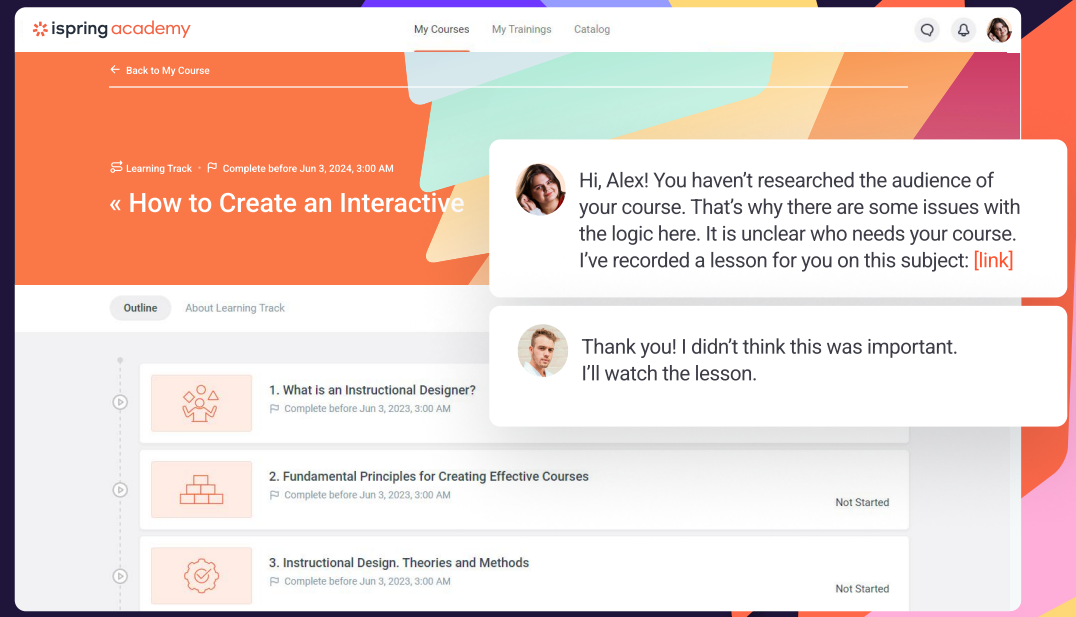
Start out in your new career faster and easier

Our in-depth course “How to Create an Interactive Online Course” will help you master each stage of course development in 20 lessons – from identifying learning objectives and creating a storyboard to perfecting the graphics.

You will also put theory into practice after each module and create a course for your portfolio under the guidance of a senior instructional designer

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