



Classroom Training Media

Flip Charts	
Strengths	Weaknesses
Flexible, simple, readily available and colorful	Have limited sightlines, and limited viewing distance
Show organization of material	Replacement costs of chart and markers that dry out
Enhance interaction with students	Awkward to transport
Can be referred to several times	Not a good choice for large groups
Ease of use	Made of paper so not sturdy
Inexpensive	Potential issue with reading the handwriting
Can be partially prepared in advance of class	

Whiteboards	
Strengths	Weaknesses
Flexible, simple, readily available and colorful	Limited sightlines, and limited viewing distance
Show organization of material	Potential technology failure with interactive whiteboards
Enhance interaction and collaboration	Cost is high for interactive whiteboards and requires special markers
Present anything that can be shown on a computer	Replacement cost for markers that dry out
Ability to record instruction and post for students to review	Fixed height can render some areas inaccessible
Easy to use	

For Training Purposes Only





VBA INSTRUCTOR TRAINING COURSE

PowerPoint	
Strengths	Weaknesses
Colorful, varied and easily transportable	Require lighting to be dimmed
Give uniform, professional presentation	Involve no personal contact (passive media)
Can be easily updated or modified	May experience technical difficulties
Can create student handouts from file	"Death by PowerPoint"
Support color, text, graphics, animations, video	Potential technology failure so need a backup
Prepare prior to instruction	
Use with large audiences	
Can be used in any training mode	

Video	
Strengths	Weaknesses
Provide consistent message	Is passive – not active
Introduce different speaker or visual stimulation	May become dated
Able to transport students outside classroom or provide complex demonstrations	High initial cost
Can be used in any training mode	Overuse can create student boredom

Handouts	
Strengths	Weaknesses
Provide students with notes	Debate regarding optimum time to distribute (before, during, or after instruction)
Provide students with post-training resources	Lack of page numbers can result in confusion
Can be used in any training mode	Is passive – not active
Prepare prior to instruction	
Easy to use, maintain, and update	

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A banner for the VBA Instructor Training Course. It features a blue background with a stylized American flag on the left, a puzzle piece in the center, and the text "VBA INSTRUCTOR TRAINING COURSE" in a bold, blue, sans-serif font. A single puzzle piece is also shown on the right side.

VBA INSTRUCTOR TRAINING COURSE

Computers	
Strengths	Weaknesses
Active – provides interaction	High initial cost
Offer access to unlimited resources	Time-consuming to manage student efforts in the classroom
Promote student retention	Potential information overload
Student practice on actual work equipment	Require two instructors
Can be used in any training mode	Require students to be facing away from instructor to perform task
	Potential technology failure so need a backup

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