



Methods of Training

Method & Description	Advantages	Disadvantages
Lecture- Instructors deliver information directly to trainees through educational talks	<ul style="list-style-type: none"> Factual material is presented in a direct, logical manner. May provide experiences that inspire. Useful for large groups. 	<ul style="list-style-type: none"> Proficient oral skills are necessary. Audience is often passive. Learning is difficult to gauge. Communication is one-way.
Case Study- Case studies provide the trainee with a real world scenario to evaluate to assist in the development of critical thinking skills.	<ul style="list-style-type: none"> Develops analytic and problem solving skills. Allows for exploration of solutions for complex issues. Allows student to apply new knowledge and skills. 	<ul style="list-style-type: none"> Students may not see relevance to own situation. Insufficient information can lead to inappropriate results.
Demonstration- The instructor provides trainees with a preferred model to perform a task, behavior or procedure.	<ul style="list-style-type: none"> Aids understanding and retention. Sets standards for performance. Focuses attention on basic procedures. Stimulates learners' attention. Gives learner a model to follow. 	<ul style="list-style-type: none"> Requires much time. May be difficult to develop, depending on complexity. Information must be precise and current. Learners may become more involved in case content that in the process.
Question & Answer- Students have the opportunity to question, clarify, and challenge new concepts being delivered.	<ul style="list-style-type: none"> Involves students, at least after the lecture. Students can question, clarify and challenge. Lecture can be interspersed with discussion. 	<ul style="list-style-type: none"> Time constraints may affect discussion opportunities. Effectiveness is connected to appropriate questions and discussion; often requires instructor to "shift gears" quickly.

For Training Purposes





VBA INSTRUCTOR TRAINING COURSE

Practice Exercises- Practice exercises should allow each student an opportunity to practice objective taught in as realistic setting as possible.	<ul style="list-style-type: none"> • Learners actively involved. Accommodates all learning styles. • Allows practice with job-similar conditions, under supervision and guidance. • Aids retention 	<ul style="list-style-type: none"> • Can be time-consuming because learner should be given opportunity to practice until they reach proficiency. • May require special facilities, equipment, or supplies which can be expensive. • Requires preparation time. • May be difficult to tailor to all learners' situations.
Group Discussion- Conferences held by participants on an agreed topic.	<ul style="list-style-type: none"> • Allows for participation of everyone. • Students often more comfortable in small groups. • Groups can reach consensus 	<ul style="list-style-type: none"> • Needs careful thought as to purpose of group. • Groups may get side tracked.
Games- Game-based learning uses competitive exercises, either putting the students against each other or getting them to challenge themselves in order to motivate them to learn better.	<ul style="list-style-type: none"> • Learner actively involved. • Accommodates active learning. • Allows application of new skills or knowledge. • Can be used to evaluate training. 	<ul style="list-style-type: none"> • Prep time can be time consuming. • May be difficult to tailor to all types of content. • Can become overly competitive.
Role-plays- Role-plays are an instructional technique assuming roles and acting out of a situation, condition, or circumstances by selected members of a learning group.	<ul style="list-style-type: none"> • Introduces problem situation dramatically. • Provides opportunity for students to assume roles of others and thus appreciate another point of view. • Allows for exploration of solutions. • Provides opportunity to practice skills. 	<ul style="list-style-type: none"> • Some students may be too self-conscious. • Not appropriate for large groups. • Some students may feel threatened.
Situational Exercises- Situational exercises are training environments that allow students to practice a task under a short, scenario-driven situational exercise.	<ul style="list-style-type: none"> • Train in real life situations. • Practice on the spot decision making skills. 	<ul style="list-style-type: none"> • May be easy for students to anticipate questions in certain areas.

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