Evaluate all modalities.

Modality	Reasons to Use It
Instructor-Led Training / Coaching	• Soft Skills – communicating, presenting, leadership, influencing • Skills requiring emotional connection – team-building or mentoring • High risk of "system" failure, regulatory penalties, death • Co-located audience
eLearning / Web-based	• Hard skills – computer-based tasks, operational processes • Basic safety • Dispersed audience and tight budget • Activities not requiring participant interactivity
Virtual Training	• Combinations of hard and soft skills • Training requiring participant and facilitator interactivity • Dispersed audience and tight budget
Micro/Nano learning	• Material easily broken into in small units – less than 10 minutes • A single topic/skill performed independently while using references materials as needed • Mobile-friendly organization and easy access via learning portal or microsite
Massive Open Online Course (MOOC)	• Web-based/dispersed audience • Need for access to a wide range of topics/information for up-skilling • No need for pre-knowledge
Social Learning	• Peer-to-peer engagement opportunities • Access to organizational/topic "experts" • Personalized learning needs – custom, informal or on-demand
Gamification	• Need for fun, learning that doesn't feel like learning, immersion and retention • Audience that needs Immediate teaching moments/feedback • Need for friendly competition and achievement (motivation)