

EBOOKS

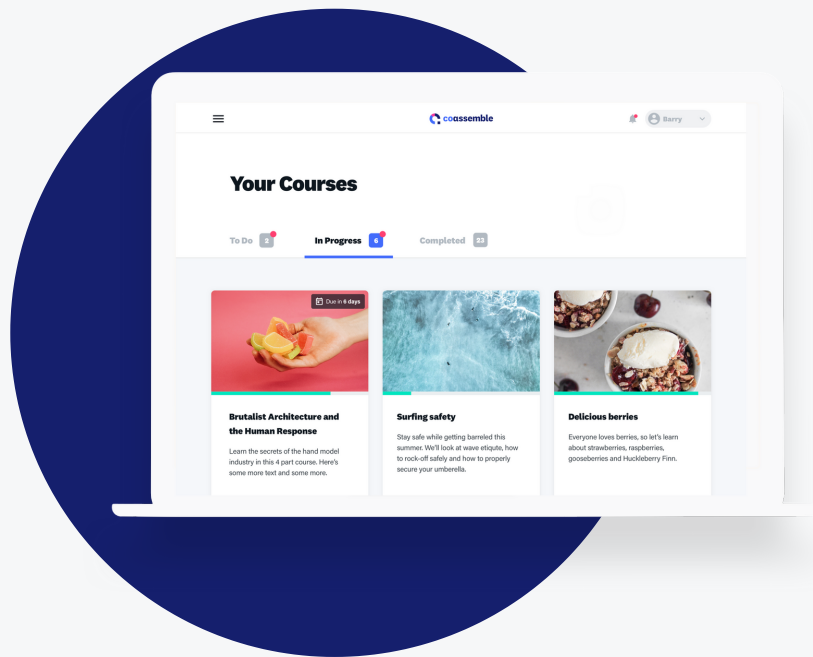
Training delivery methods: a how-to guide



About this guide:

You've spent so much time and energy into making your training—so how are you going to deliver it to your team?

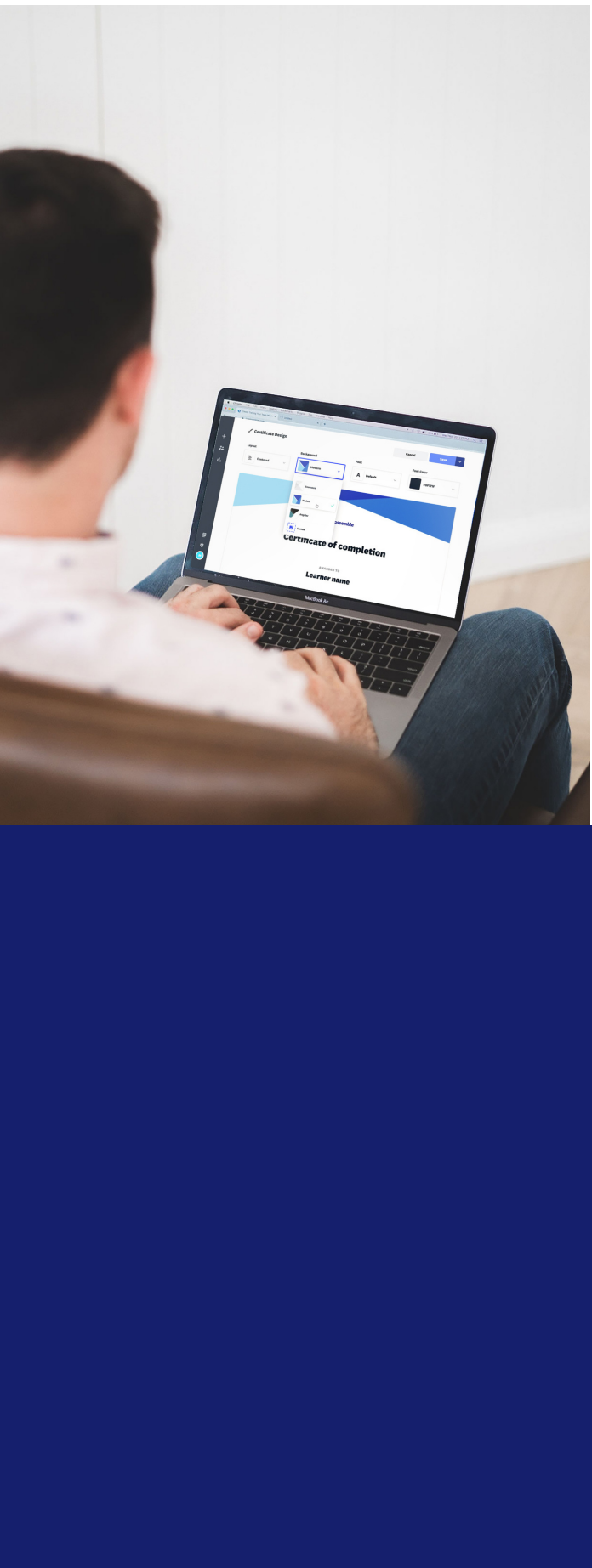
The most engaging training is still ineffective if you're unable to make it accessible to your team where and when they need it most. Delivery methods can be simple and don't necessarily require an online training platform (although they make it easier). And knowing the best practices for training delivery will put you far ahead of the competition.



In this guide, we're going to explain:

- **What methods of training delivery are available.**
- **How to deliver training and assessment.**
- **Exactly how to send great training manually or with an online training platform.**

We'll also cover some of the benefits of offering accessible knowledge to your team. Because the most essential function of any training delivery method is ensuring your team are enabled to operate at maximum potential.



Training delivery methods without an LMS

While you have some more manual work involved, delivering training doesn't require an LMS or online training platform. Dozens of platforms have tools that can be leveraged for training purposes.

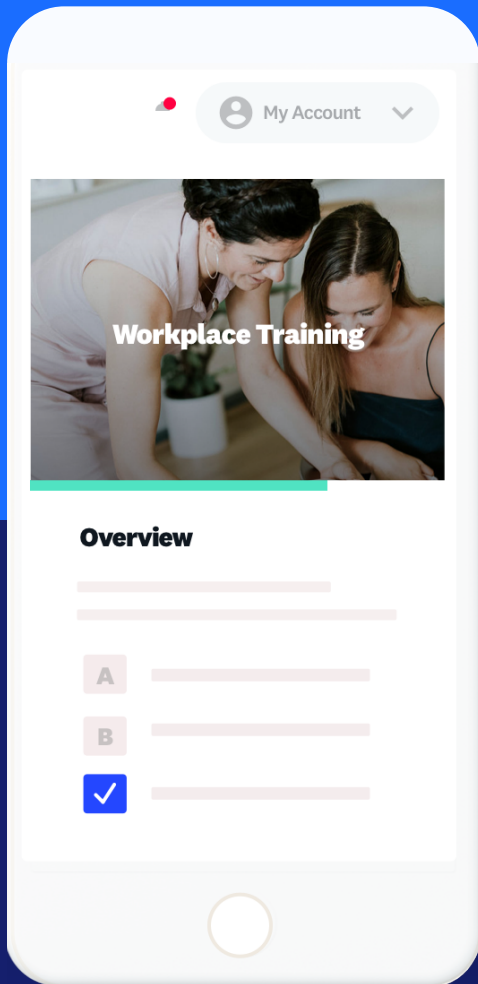
To keep things organized, we've broken training delivery types into **two categories**:

- training content
- assessment

With delivering content, you want to think about how to store and send your media (We won't judge if you're still using physical media as well.

For assessment, this is gonna be equal parts of how to measure training and what tools you might already have access to that you can leverage.

Training content delivery



The best way to deliver training content is to align your delivery method with the apps your team already knows and loves. If everyone already is in Google Drive, sharing an invite to important training docs or slides is a snap. For project management tools like Asana or Jira, you can create projects for training subjects that house all of your content in one space.

The most important thing to consider is that you use tools your team already has access to and engages with daily. This can help you frame the best delivery method strategy based on these tools features.

Let's look at some examples below.

Using Office Suite Tools:

If your team live on Microsoft Teams or G Drive, having your training content formatted for those platforms is essential. Though we've come a long way with file languages working well on competitor platforms, getting a **.docx** file to open correctly with **Pages** still isn't always ideal. It also is beneficial to understand what your team uses frequently in their roles—I.E. financial experts will need more spreadsheet files than writers will.



Once you've decided on a uniform platform for the team, consider what training content you have and what needs to be converted. We also recommend, if necessary, that you take the extra step to convert files into a locked format. This way, you don't have to worry about a team member clicking the wrong thing and deleting half your training (believe us, it happens more than you'd think). Or, have an extra save area handy, just for backup files to be kept.

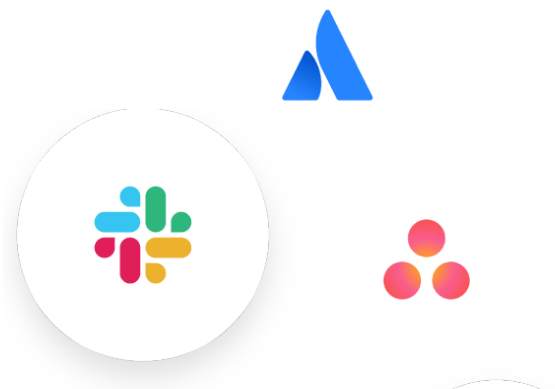


With office suite tools, you typically will also have the ability to store everything in shareable folders. A great way to deliver training to your team when they need it most is to ensure everyone that can benefit from the knowledge has access to it. The other side is making sure you organize all the files by training the subject type. If you have teams in different departments, making sub-folders marked by department or role titles can help your team navigate where they need to go. You can also sort your learners to accelerate delivery for them. As soon as a team member joins the group, they'll have access to all the training they need to fulfill their role.



Using Project Management Tools:

Asana, Monday, Trello, Microsoft Teams, Miro, Jira, you name it, there's a project tool with dozens of integrations to improve your team's productivity. What's excellent with each of them is that you can upload content and manage who interacts with it. For some, you can apply the Kanban method of creating cards with training content to be completed. If your training is more in-depth, you can create projects and assign learners to go through the tasks to complete their training.





When you're using project management tools, it's also crucial to leverage tagging functions as well as projects to keep your training organized.

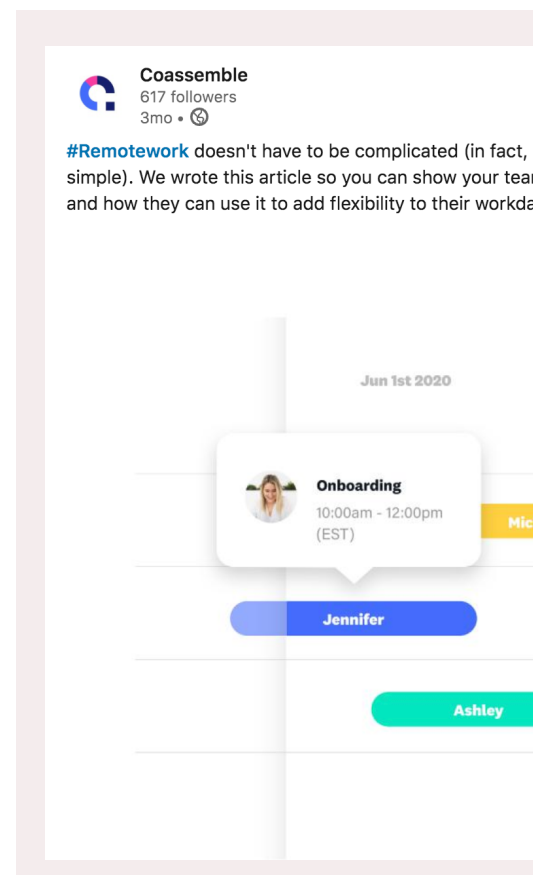
Sorting training by grouping can be a great place to begin categorizing training. You can group by:

- learner groups (think departments and roles)
- training type (onboarding, enablement, role progression)

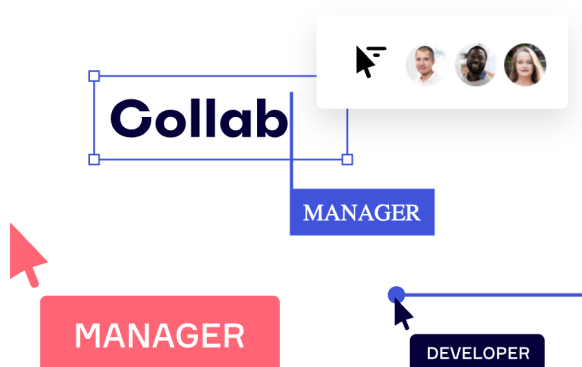
Get creative by using colors and emojis to add a little fun. Make it easy for learners to know exactly where to go to access knowledge when they need it.

Using Social Media Tools:

One of the newest and most intriguing training content delivery methods is social media platforms. These are unconventional, but highly engaged spaces that your team most likely already use daily. An easy way to deliver training is by sharing important resources in social media groups, sharing microlearning via video and images. You also have social tools that enable you to bring training where your team already engages actively in their days. Many social platforms also give you great insight into the interactions that occur with your team's training. You can also send validation through "likes" and fun images, recognizing individual and team success.

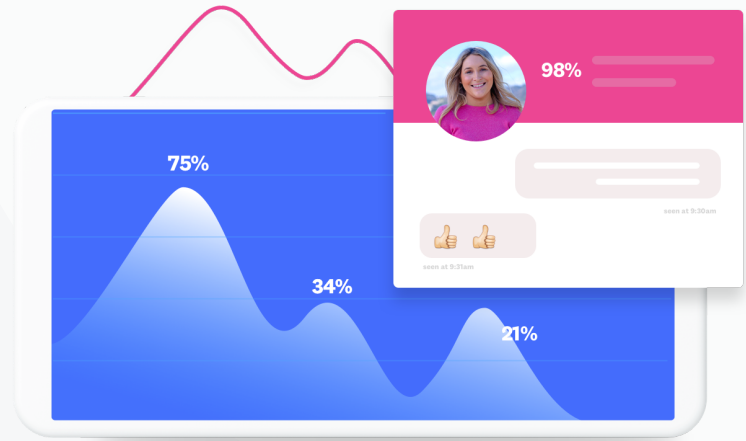


miro



Lastly, with delivering content, a great benefit of these tools is collaboration through social learning practices. Many tools like Google's office suite or Miro allow multiple users inside of one file or project page. This allows you to foster peer-to-peer training—an effective method of delivering training that empowers your team to become the trainer and learner.

Training assessment delivery



Your best assessment tools already have high engagement with your team. Slack, Microsoft Teams, Skype, and even Google Office Suite all offer powerful tools to assess your team's knowledge retention. What's different for assessment delivery in these platforms is being able to fully leverage integrations like Polly and Google Forms. These allow you to automate a lot of the assessment process by sharing questionnaires or polls with your team to gauge knowledge retention and training experience.

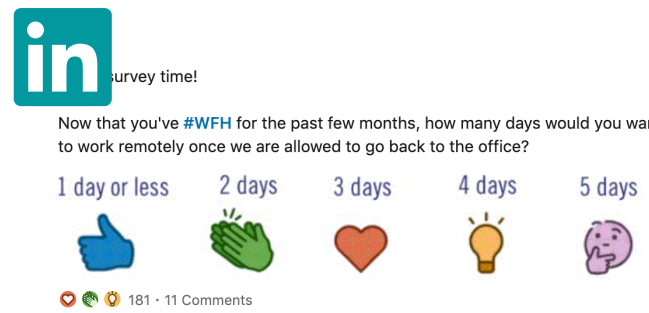
Your goal with training assessment should always be one of three focuses:

- **Is the training's expected outcome being reached?**
- **Does the learner benefit from completing this training?**
- **What is the knowledge retention from delivery to use after the training?**

1 of 3

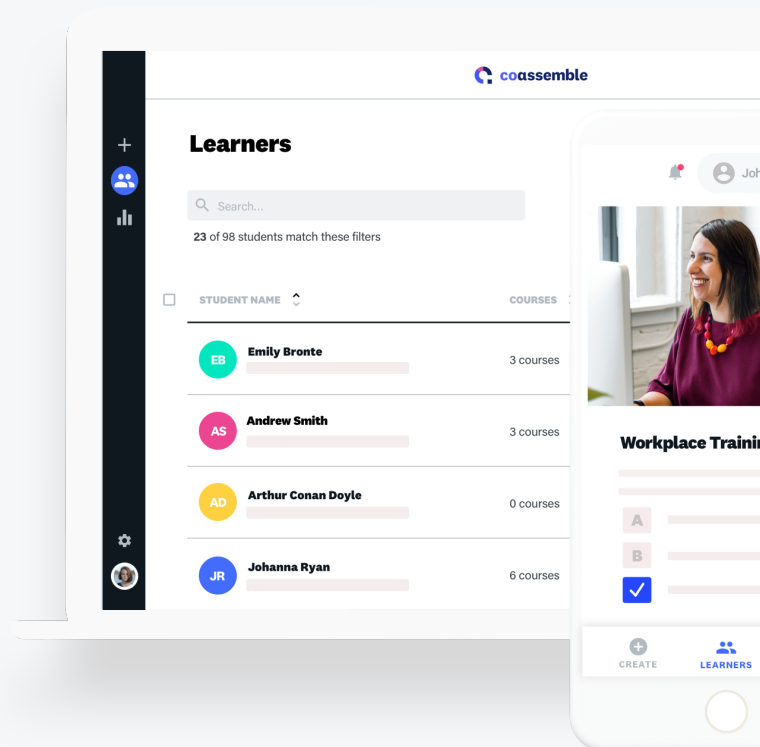
If your assessment answers one of these three questions, you're on the right path. Think about where your team works best and see what integrations you already have available. More often than not, you'll have dozens to choose from, most of which are free to install.

Another great delivery method for assessment is quiz and poll functions built into social media. Instagram story stickers, Twitter hashtags and polls, and Facebook Live QA's all are great ways to measure your team with social platforms.



Training delivery methods with an LMS

By using the built-in tools of an all-in-one online training platform, many of the manual processes above simply become moot. Though a given for any specialized software, eLearning authoring tools and management systems both offer advanced methods to rapidly perform the above tasks with ease. Let's look at how leveraging an LMS can make training delivery a whole lot easier.

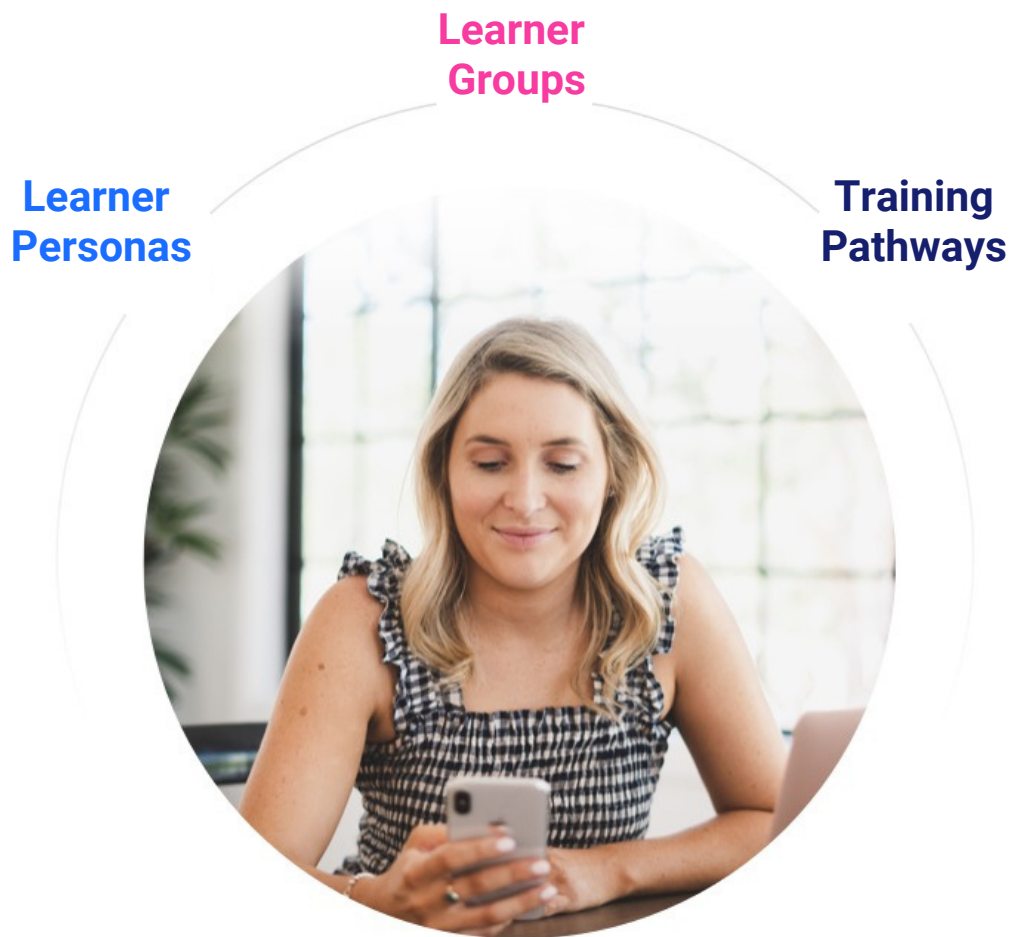


Training content delivery

Because you can rapidly create training content, delivery is essential to capitalize on the time you've saved. What makes a training platform so useful for delivery is the ability to share training virtually anywhere your team works. This means creating content and sending an enrollment link inside of a Slack chat or video call. Tools like Unlocked Learning are perfect for breaking down the barriers between training and team growth.



**Customer
engagement**

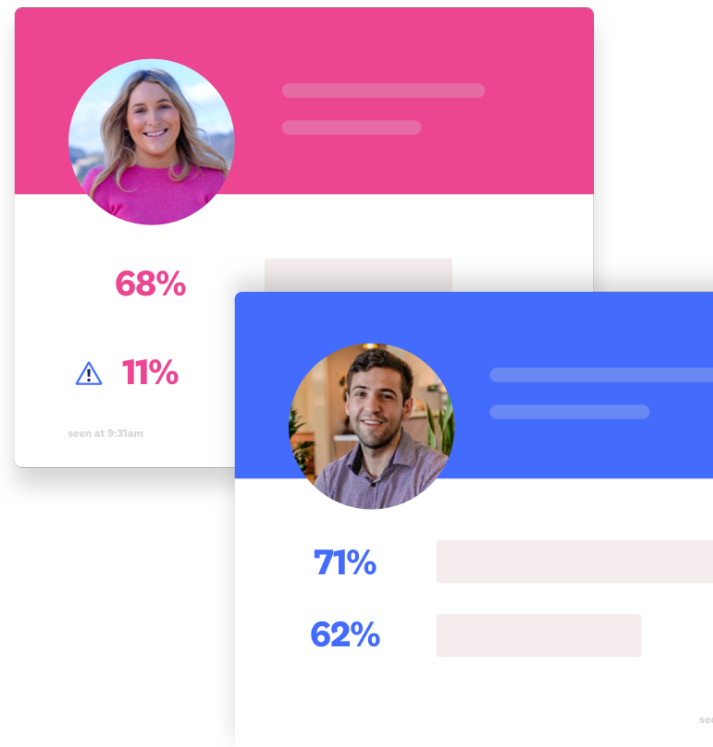


The best way to get the most out of delivering training content is to create learner personas, learner groups, and training pathways. These three are preset categories to help you plan where training should be delivered and who will get it based on individual or team needs. Consider how onboarding new team members require basic company training as well as their role and department training.

The company info will remain the same, but you'll want to diverge training content based on individual knowledge requirements. This also guarantees you've planned out how you want the training to benefit the learner and, ultimately, your company. The best part? Once many of these organizational practices are in place, they become repeatable processes that you can enjoy without having to do a thing.

Training assessment delivery

Training assessment delivery is a snap with an online training platform. All of your training can be measured by interaction, completion, and more with tools like Unlocked Learning (even who's sharing the enrollment link!). You can also monitor both individual and team performance on particular training content with an analytics dashboard.



Onboarding

Before you head into the course, you'll have a click through

COURSE	LEARNERS	COMMENCED
▼ Onboarding	15	100%
2. Values	15	100%

One great aspect of an LMS is that the assessment is often pre-built into the training content delivery. This typically ensures that your team gets the most benefit from completing their training. Sometimes the assessment is a quick test between training content pieces.



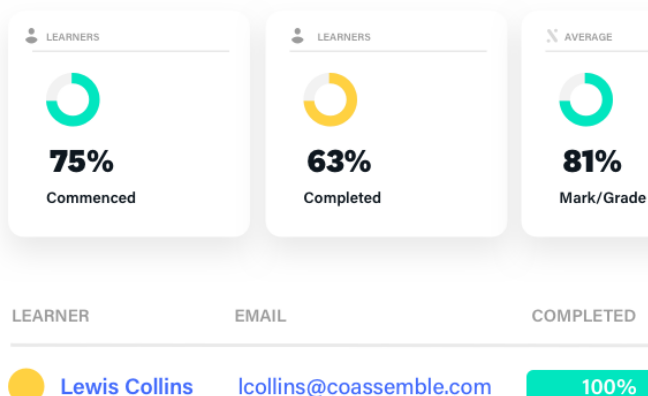
**Hey now,
you're a rockstar!**

Congrats, you finished
the course!

Lastly, you can (and should) set up a recurring training evaluation process. This allows you to ensure your team is maintaining best practices and retaining the knowledge they learned. It can also be helpful to use these combined with a refresher training session in case team members start to forget things.

Sometimes it's training that requires applying the knowledge to their role before progressing to the next step. You can even build a stronger measurement process by placing evaluation points in the middle and end of a training session. You can also use forms to evaluate knowledge retention or quizzes to gauge readiness before training completion—the possibilities are only limited by creativeness.

Reports

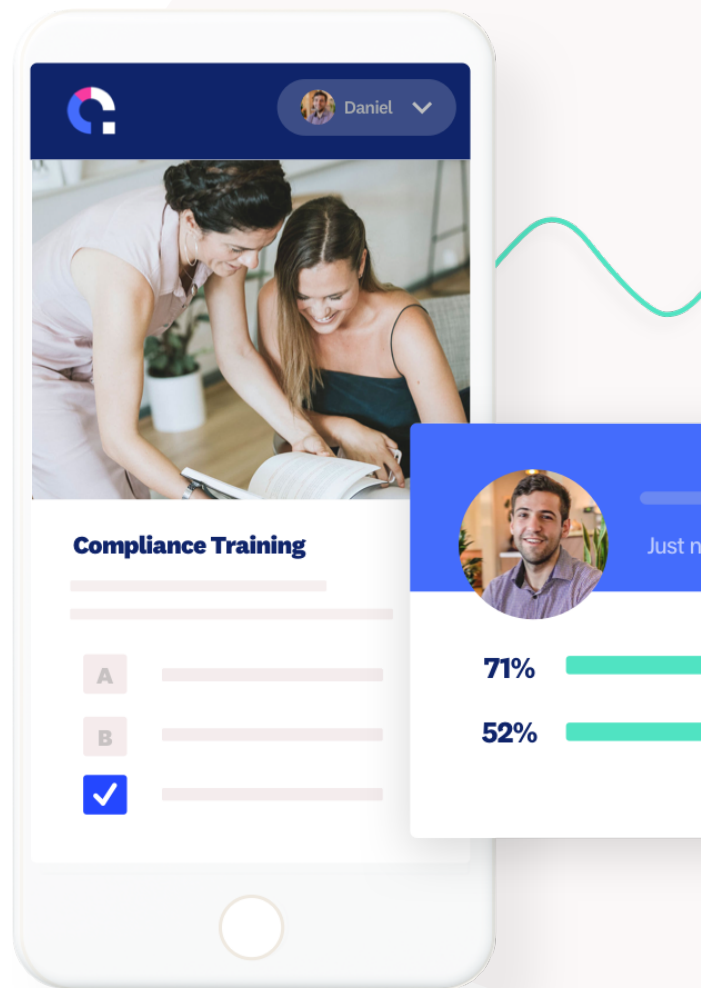


A Word on Knowledge Accessibility

The most powerful way to leverage your online training platform is to use it to provide your team with a knowledge base. Rather than just delivering training, actively engage with them to use the platform when they need to learn how to tackle a specific challenge.

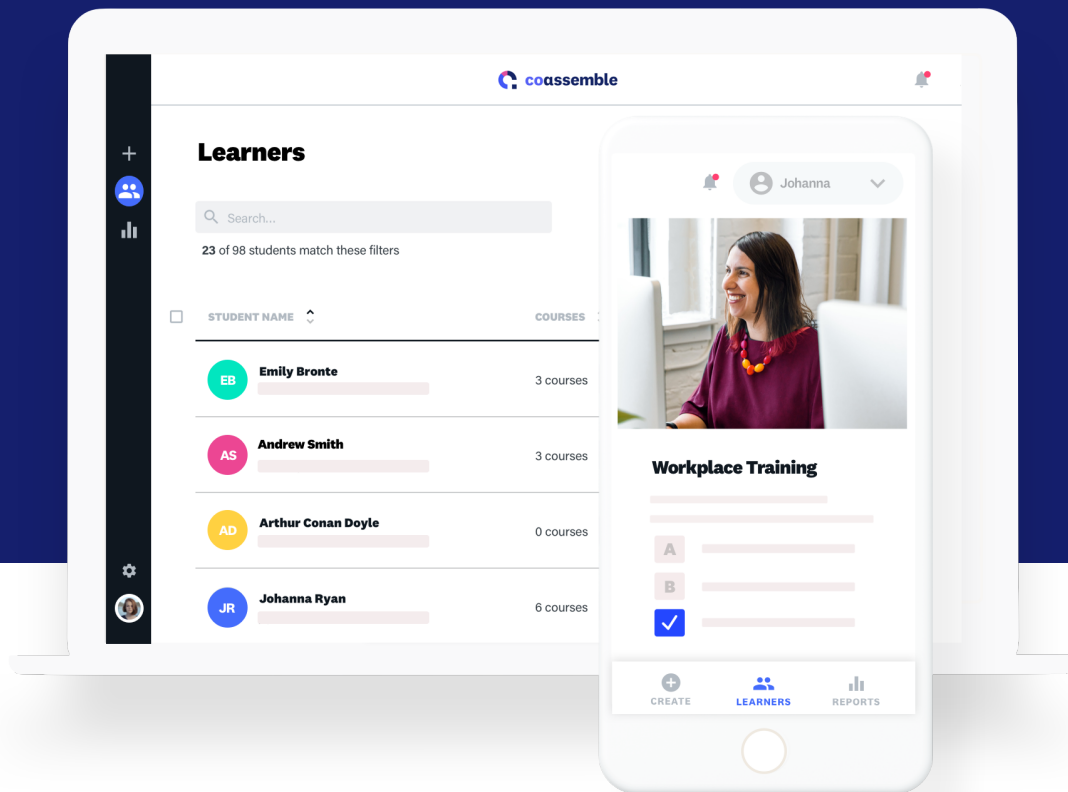
The knowledgebase can be a set of training around common topics like sales practices, customer personas, product updates, and any other useful information. The point is to create a space that allows for completely open accessibility so your team can refer back to training whenever they need it.

Sharing a resource training link with your team or attaching it to a project area makes it easy to find and guarantees your team will engage with it.



The knowledgebase common topics

- **customer personas,**
- **sales practices**
- **product updates**
- **any other useful information**



We hope this guide has been helpful for you to think about and start trying new training delivery methods. Leveraging tools like Unlocked Learning allows you to create more effective and engaging training delivery processes. For more on how to deliver the best training experience for your team or seeing the latest technology available to accelerate your team's growth, chat with our experts today!



Avg. rating 4.5 on eLearning
Industry, G2 Crowd

Coassemble is a powerful, **award-winning authoring and learning management platform** which allows you to simply share knowledge with your team. Anytime, anyplace. A powerful LMS with a seamless user experience. Coassemble gives you the tools you need to manage your entire training program from a single platform, so you can focus on what really matters - the end learner.

Unlocked Learning by Coassemble allows teams to #setknowledgefree – ensuring training is not locked down to one application. Instead, it can be seamlessly integrated into the everyday workflow, ready to go when people need it. Unlocked Learning allows teams to share knowledge in real-time—wherever employees spend their day, in the platforms they know and love.

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