

	Classroom	Asynchronous	Synchronous
Advantages	<p>Individual</p> <ul style="list-style-type: none"> • Training happens in one spot and in a condensed timeframe • Fewer disruptions because away from desk • Familiar and comfortable environment • Social aspect • Physical aspect • Immediate access to instructor <p>Facilitator</p> <ul style="list-style-type: none"> • Training happens in one spot and in a condensed timeframe--once class is over, facilitator often has no more responsibility • Easier tracking • Administratively less complex • No need to learn technology to manage learning process <p>Organization</p> <ul style="list-style-type: none"> • Training accomplished in a short period of time • Short learning curve for instructors • Easier tracking • Administratively less complex • Organization benefits of social networking among students • Relatively easy to change content of curriculum when needed • Able to allow for practice and application 	<p>Individual</p> <ul style="list-style-type: none"> • Flexibility in scheduling • Flexibility in location to take training • Ability to review content <p>Facilitator</p> <ul style="list-style-type: none"> • Flexibility in scheduling facilitator's time, when used <p>Organization</p> <ul style="list-style-type: none"> • Deployed enterprise-wide in a short period of time • Easy to update content when necessary • Easy to track course completion and assessments • Consistency in message 	<p>Individual</p> <ul style="list-style-type: none"> • Flexibility in location to take training • Learning is in shorter chunks--ability to practice or apply before moving on to next piece of content • Social aspect: network building • Access to a facilitator • No travel • Small class size <p>Facilitator</p> <ul style="list-style-type: none"> • No travel • Shorter class periods (but more frequent classes) • Can develop stronger relationships with participants • Small class size <p>Organization</p> <ul style="list-style-type: none"> • Travel not required • Frequent offerings • Shorter classes allow for more immediate application of skills • More flexibility in topic choice (1- to 2-hour courses are OK) • Global reach--participants can be exposed to counterparts throughout the world • Can reach individuals never reached before

	Classroom	Asynchronous	Synchronous
Disadvantages	<p>Individual</p> <ul style="list-style-type: none"> • Time consuming • Takes away from regular duties • Travel may be required • Overwhelming amount of information--hard to practice before moving on to the next step • No access to instructor once back on the job <p>Facilitator</p> <ul style="list-style-type: none"> • Travel may be required • Difficult to ensure learning has taken place <p>Organization</p> <ul style="list-style-type: none"> • Expensive: travel, classroom costs, time away from job • Limited by number of facilitators and classrooms available 	<p>Individual</p> <ul style="list-style-type: none"> • Need to be self-motivated to complete • Limited or no access to an instructor • Easy to be distracted • Technology can be a barrier <p>Facilitator</p> <ul style="list-style-type: none"> • When used, often required to support large class size <p>Organization</p> <ul style="list-style-type: none"> • Depending on the technologies used; can be expensive to develop and maintain • Best for knowledge-only objectives; hard to incorporate practice or practical application of skills 	<p>Individual</p> <ul style="list-style-type: none"> • Easy to get distracted while at own desk • Can feel disconnected from instructors and peers • Technology can be a barrier • Small group collaboration techniques need to be taught <p>Facilitator</p> <ul style="list-style-type: none"> • Technology can be a barrier • Hard to observe or assess mastery of an objective <p>Organization</p> <ul style="list-style-type: none"> • (Perceived) takes longer to get through curriculum • Investment in technology (both classroom and possible individual stations) • Limited by number of facilitators available

Keep in mind that “asynchronous” means many different things. Some modalities are easy to implement but difficult to moderate (for example, discussion boards); others are complex to implement but easy to moderate (for example, multimedia simulations). What is implemented depends on a balance of learning goal(s), availability of technology, and budget.