

Choosing the Best Training Materials

Onboarding and Induction Training Training Materials Selection Module

Use this table to select the best training materials for your induction needs.

Training Needs	Small Business	Medium Business	Large Business
Workplace Induction			
Workplace Tour	In-person training	In-person or e-learning	E-learning
Occupational Health and Safety Training	In-person training	In-person or e-learning	E-learning
Behavioural Expectations			
Role Expectations	----- 30-60-90 document -----		
Company Culture, Values and Behavioural Expectations	Code of Conduct document	Code of Conduct document	Code of Conduct document and e-learning
Policies and Procedures	Employee Handbook	Employee Handbook	Employee Handbook and e-learning
Training in Common Tasks			
Software Tasks	Screen recordings or Quick Reference Guides	Screen recordings and Quick Reference Guides	Quick Reference Guides and e-learning
Physical Tasks	In-person training and job aid	Video instruction, in-person training, and job aid	E-learning, in-person training, and job aid
Necessary Skills and Knowledge			
Skills	In-person training	In-person training or e-learning	E-learning
Knowledge	Documentation	Documentation or e-learning	E-learning