

Tool 12-3. Instructional Methods—When to Use

Method	Purpose	When to Use
Role Plays	Help participants practice skills used in interactions	<ul style="list-style-type: none"> To practice newly acquired skill To experience what a particular situation feels like To provide feedback to participants about their behavior
Games	Provide nonthreatening way to present or review course material	<ul style="list-style-type: none"> To help grasp total program content To present dry material in an interesting way To add a competitive element to the session
Simulations	Recreate a process, event, or set of circumstances, usually complex, so that participants can experience and manipulate the situation without risk and then analyze what happened	<ul style="list-style-type: none"> To integrate and apply a complex set of skills To elicit participants' natural tendencies and provide feedback on those tendencies To provide a realistic, job-related experience
Observations	Certain participants act out or demonstrate behaviors, tasks, or situations while others observe and give feedback	<ul style="list-style-type: none"> To show the group how to perform a procedure or apply a skill or behavior To increase participants' observation, critiquing, and feedback skills To demonstrate behavior modeling
Instruments	Provide feedback; self-assessment	<ul style="list-style-type: none"> To identify areas for improvement To establish a baseline for future growth
Mental Imagery Exercises	Help participants increase understanding, gain insight	<ul style="list-style-type: none"> To address affective learning To stimulate thinking, imagination To replace role playing
Writing Tasks	Help participants reflect on their understanding of concepts, information, ideas	<ul style="list-style-type: none"> To provide for individual input
Lecturettes	Convey information when interaction or discussion is not desired or is not possible	<ul style="list-style-type: none"> To convey information quickly within a short time To communicate the same information to large numbers of people To provide basic information to a group that is not knowledgeable
Small Group Discussions	Offer opportunities for participants to express opinions, share ideas, solve problems, interact with others	<ul style="list-style-type: none"> To generate ideas To find out what participants think about a particular subject To increase level of participation To encourage group interaction and build group cohesiveness
Case Studies	Allow participants to discover certain learning points themselves	<ul style="list-style-type: none"> To apply new knowledge to a specific situation To practice problem-solving skills
Task Exercises or Activities	Allow participants to work with the content in small groups	<ul style="list-style-type: none"> To test participants' understanding of a concept or process To promote group collaboration To increase participants' confidence in their ability to apply learning on the job