

# 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
<b>Workplace Induction</b>			
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
<b>Behavioural Expectations</b>			
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
<b>Training in Common Tasks</b>			
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
<b>Necessary Skills and Knowledge</b>			
Skills	In-person training	In-person training or e-learning	E-learning
Knowledge	Documentation	Documentation or e-learning	E-learning

To see the related e-learning module, go to [www.creative-ark.com.au](http://www.creative-ark.com.au)