

How to Choose the Right E-Learning Approach for Your Business

Use this practical checklist to kick off your e-learning journey smartly, especially if you're a growing organisation without a dedicated L&D team.

Need support? We help small to mid-sized businesses build and scale effective e-learning programmes—without the overwhelm.

1. Get Clarity on Team Needs and Skill Gaps

- ☐ Do you know which roles struggle with performance or lack critical skills?
- ☐ Have you identified future hires or evolving roles that may require training?
- ☐ Are you using simple tools (like TalentLMS, iSpring or even Google Forms) to assess skills?
- ☐ Have you grouped learners by job type or seniority to avoid one-size-fits-all content?

2. Align Training Goals with Business Objectives

- ☐ Can you connect each course to business outcomes like sales, retention or service quality?
- ☐ Are you using built-in LMS dashboards (e.g., Moodle, Canva for Education, LearnUpon) to track results?
- ☐ Do leadership and department heads have visibility into training progress?
- ☐ Are you revisiting learning goals regularly as business priorities shift?

3. Audit Your Tech Stack and Digital Readiness

- ☐ Can your existing systems (HR, payroll, Slack, Teams) connect easily with your LMS?
- ☐ Will your learners use desktops, mobile devices or a mix?
- ☐ Does your LMS allow both self-paced and live session delivery without complexity?
- ☐ Have you checked for basic security features and GDPR compliance, even in low-cost platforms?

4. Start Small, Learn Fast, Then Scale

- ☐ Have you tested your e-learning with a small team or department?
- ☐ Are you using basic metrics like completion rate and feedback to judge effectiveness?
- ☐ Have you updated content based on actual learner experience—not assumptions?
- ☐ Do you have a phased plan to expand once you know it works?

5. Choose an E-Learning Vendor That Supports Small Teams and Fills the Gaps

- ☐ Does the vendor offer responsive, human support, not just chatbots or self-service FAQs?
- ☐ Can they provide onboarding assistance, content development or strategic guidance to fill internal gaps?
- ☐ Are training materials, templates and starter packs available to fast-track your implementation?