

# MATRIX FORTYTWO



ELF Newsletter: April 2006

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Dear ELF



After all the excitement of the past couple of months, things have begun to settle down again at Matrix FortyTwo!

We've been turning our thoughts to ways in which we could take our learning events to a new level and have some terrific ideas to share with you in this and future newsletters.

Enjoy your learning.

**Jooli Atkins**  
Matrix FortyTwo

## Learners Learning Aids

Here's a scenario that we can all relate to; you have a group of delegates most of whom (particularly the activists) are engaged and participating in the event. As usual there are some in the group who are hard to engage. So how do you engage them all? Well here's a great tip to get them thinking .... get them to develop their own learning aids, perhaps using their own memorable acronym.

Here's an acronym to get you going:

I predict a **RIOT**:

**R**really

**I**nspiring

**O**ut of this world

**T**raining

## DIARY OF EVENTS

# IITT NATIONAL TRAINERS CONFERENCE 2006

16th May 2006, Heritage Motor  
Centre Conference Centre,  
Warwick



[find out more here](#)

Come and see Matrix FortyTwo ELF Michelle Mook in her first public workshop since being awarded **GOLD** in the **Trainer of the Year Award**.

Entitled "There's no such thing as a difficult delegate" this will be a memorable session packed with ideas for ensuring your learners are always receptive and achieve great learning.

We'll also be attending the conference, so come and meet the rest of the team!

Here's a couple more for you to think about!

## I FEEL GOOD

I love to **BOOGIE**

See if you can work them out (answers are available at the bottom of this newsletter!)



SEND US YOUR OWN ACRONYMS

AND YOU COULD WIN A PRIZE!

[ENTER HERE](#)

## What should you do when a learner asks a question?

It's an interesting dilemma. All of us, quite naturally, before we became ELF's want to answer the question (assuming we know it!). Yet as ELF's we know that if someone has gone through the process of thinking of the question; they probably know the answer and are simply:

- > Lacking in confidence or
- > Seeking confirmation or reassurance

It's our job to "draw it out". Your skill is rooted in the **way** you respond to the question. Here's an example to illustrate the point:

Somebody asks you "what time does IKEA close tonight?" Phrased that way; you either know the answer or you don't.

But what if you were asked "What time do you **think** IKEA closes tonight?"

Straight away, by phrasing the question differently your brain instantly draws upon your previous experiences:

- > Other IKEAS you may have visited
- > Similar stores that you may have been to
- > What time of year it is
- > What day of the week it is

You may still not know the answer, but whatever answer you give you now know lots of related "stuff". It's this process of linking short and long term memory that is **the** most effective way of transferring new information into our longer term memories!

## Our next newsletter...

Look out for our next newsletter; we'll be publicising the top 10 difficulties faced in the classroom and be covering a range of tips for dealing with them! Exclusive to ELF's; this information is not available anywhere else; even our web site!

# DEVELOPING MAGIC LEARNING MATERIAL

10:30am 2nd May 2006, IITT  
Online Seminar  
delivered by Jooli Atkins

This is an online event you really won't want to miss, with some great material that you'll find invaluable with your own learning events. Don't worry if you do miss it as you'll get the chance to hear a recorded version after the event.

Watch the IITT web site for further information as it becomes available.

[find out more..](#)

## OPEN ELF COURSE & ASSESSMENT

Course: 5th - 7th June 2006  
Assessment: 8th June 2006  
YORK

Whether you're looking to brush up on your training skills or take the first step towards achieving professional standards, this is the course for you. Passing the assessment can provide evidence of competence against the IITT standards for professional membership.

Limited places available and only 750 + vat for a 3 day course and 1 day assessment\*\*

[Book your place now](#)

\*\*Please contact us for a separate price if you do not require the optional 1 day assessment.

### Quick links

[For more information about our ELF courses](#)

[For more information about our technical courses](#)

We all know that life being an ELF can be a lonely and difficult one! So this is a feature you really don't want to miss. To ensure it's really of value to you, we're inviting you to let us know the difficulties you experience, so we can include ideas that may be of value to you directly. [Tell us about them here.](#)

## ELF Lifetime Support



Did you know that as an ELF you are entitled to a lifetime's support from Matrix FortyTwo? If you need some learning event advice, or have a learning challenge that you'd like to share then [get in touch](#)

## Need re-energising?

Once again we have a great line up of learning events. From a four day programme\* for fledgling ELFs to a three day\* re-energising for more experienced ELFs. If you know of someone who would benefit from the experience get them to [get in touch](#).

If you have any topics you'd like us to cover in our regular ELF newsletter [get back to us with your learning experiences; articles or advice you'd like us to cover and of any amusing tales that you'd like to share with fellow ELFs](#)



\* Please note: all our programmes devote one day to assessments. If you would prefer a course without assessment please feel free to contact us to discuss alternatives.

Answers to the learning aids:

### **I FEEL GOOD**

Answer: **I Focus Each and Every Learner's, Goals, Outcomes, Objectives and Dreams.**

### **I love to BOOGIE**

Answer: **I love to Be an Outstanding, Open, Generous, Inspiring, ELF**

[IITT Training Awards](#)

[IT Trainers Pocket Book](#)



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