



Excellent Learning Facilitation

by **Matrix FortyTwo**
Accredited training provider of the Institute of IT Training

ELF Newsletter: April 2007

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Dear ELF,



They say that things never stand still! A phrase that I'm sure is as true for your business as it has been for Matrix FortyTwo.

We're constantly looking for ways to help our ELF's deliver truly inspirational learning events and have been busy developing new modules and material that will make a real difference to your learners. We hope you enjoy our latest newsletter, which outlines our new Silver modules together with the very latest news and events at Matrix FortyTwo.

Remember, we give a 'lifetime's care' support to our ELF's. If you have a learning event challenge, an experience to share or simply want a good old catch up, we'd love to hear from you!

Kind regards

Jooli Atkins
and the team at Matrix FortyTwo

p.s. If you know any-one who would like to receive our newsletter or know of any ELF's who may have left your company and would like to continue to receive our newsletters - [just let us know!](#)

Take part in our 'Quick vote'

The most rewarding thing about being an ELF is the impact on... [vote here](#)

Discover our new Silver Excellent Learning Facilitation Qualification

A 5 module Learning Programme

Module 1

Developing Magic Learning Events

Duration: 3 Days

Aim - To explore the development of learning events that ensure the learner has an enjoyable, relevant and transferable experience in the classroom.



[Download our Course Outline](#)

News in Brief



ELF Programme now endorsed by the BCS

We're delighted that the ELF Programme has been officially endorsed by the BCS.

"Accredited Certificate for Tutors and Trainers (ACTT) is awarded by the BCS, a leading Awarding Body recognised by relevant government agencies including Qualification and Curriculum Authority (QCA) and the Learning Skills Council (LSC). BCS certificates are widely recognised by industry experts, employers, colleges and universities. The BCS ACTT qualification is the equivalent to level 4 on the National Qualifications Framework."

30 NEW ELF's in 4 weeks!



Congratulations to the team at Southampton Containers Ltd. Over a four week period a record 30 team members have become ELF's!

Inaugural BCS Information and Technology Training Specialist Group



Chaired by none other than our very own Jooli Atkins, the BCS has launched a new specialist group for Information and Technology Training. The inaugural meeting was held in February and a

Module 2

Learning Needs Analysis

Duration: 1 Day

Aim - To introduce Learning Needs Analysis as a method of evaluating performance gaps in a work environment.



Module 3

Training Delivery Skills

Duration: 1 Day

Aim - To introduce enhanced delivery skills, through rapport building, accelerated learning and creativity.



Module 4

Evaluation and Assessment

Duration: 1 Day

Aim - To introduce learners to the concepts and techniques of Evaluation and Assessment for a variety of learning events.



Module 5

Support and Coaching

Duration: 1 Day

Aim - To introduce support and coaching skills, through a variety of models, theories and real-life examples.



Prefer to complete all 5 modules together?

Excellent Learning Facilitation (SILVER)

Duration: 5 Days

Aim - To explore the development of a number of important learning and development topics to ensure learners transfer their experience from the classroom.

This is a highly intensive, interactive course that combines demonstration, discussion, presentation and practical exercises.



Learning event is planned for June. Watch this space!

[Find out more here.](#)

A fond farewell to Michelle



Well, what can we say? We're really sorry that Michelle will be leaving us and are sure you will join us in wishing her every success in the future.

[You can read Michelle's farewell message here.](#)

What do ELF learners say about our courses?

"This is brilliant. I would highly recommend anyone, sceptical or not, to attend the course. For trainers, it is fantastic. The delivery makes it so much better too. I recently found my notes from an earlier 'Train the Trainer' course. The Trainer said the same things, but I seriously did not remember any of it from his course. Now after 4 days ELFing, I know it and can use it. Excellent!"

Mike Cahill
Chair of Training Officer Sub-Group (Kent Benefits Partnership)

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, have a learning challenge that you'd like to share then get in touch!

Need Re-energising?

From a four day programme* for fledgling ELFs to a series of one, three or four day* re-energising SILVER programmes for more experienced ELFs.

Forthcoming Open Learning Events:

YORK: 22nd to 24th May '07
3 day Programme
SILVER: Developing Magic Learning Events

YORK: 12th June 2007
1 day Programme
SILVER: Learning Needs Analysis

YORK: 13th June 2007
1 day Programme
SILVER: Evaluation & Assessment

YORK: 14th June 2007
1 day Programme
SILVER: Training Delivery Skills

Northampton: 25th to 28th June 2007
4 day Programme
Bronze: Training Delivery Skills

[See our full programme here](#)

[Contact us to reserve your place](#)

* 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



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