

# what is 4MATion®?

4MATion® is a web-based corporate Training Design Center for individuals and organizations. The goal of 4MATion® is to increase learner impact and engagement while speeding up the design process.

With the 4MAT 4Business® Corporate 4MATion® Training Design Center, you can:

- Create new training designs using the 4MATion® 10-Step Design Wizard, which guides you through the 4MAT 4Business® Design Process.
- Copy activities into a new training design directly from the 4MATion® Bank of Activities.
- Store all of your training materials (workbooks, leader guides, PowerPoints, audio files and URLs) in a searchable library for later use.
- Access your training materials from any location with Internet access, any time.
- Attend ongoing online train the trainer courses on training design, delivery and leadership 24/7.
- Reach every learning style to fully engage all learners while organizing your design to ensure organized and complete delivery.

## How It Works

### 1. Input your outcomes

You will define four critical learning outcomes that will guide the training design process. The 4MAT® Design Wizard will help you choose the most powerful training activities based on your outcomes.

### 2. Follow the 10-step wizard

The Design Wizard leads you step-by-step through creating a 4MAT® brain-based training design. When you are complete, you will have a 4MAT® "Wheel" that overviews the design and a detailed leader guide complete with attached files such as PowerPoints.

### 3. Import training activities from the Activity Bank

As you begin to choose training activities, you can access the 100+ activities included in the 4MAT® Activity Bank. With a single click, 4MATion® will import the activity details, facilitator script and materials needed directly into the training design and leader guide you are building.

### 4. Get help and inspiration 24/7

For each step in the design process, you can access help and education features including training design tips, examples of training activities and on-demand train-the-trainer videos.

### 5. Build your own customized, printable leader guide, as you design

When you complete the 10-step wizard, you will also develop a printable Leader Guide which includes an overview, learning outcomes and step-by-step facilitator notes. You can import images, choose fonts and customize, as you like.

### 6. Assess your design

After you complete your training design, you can use the 4MAT® Assessment Checker to assess each training design step. You can also invite others to share feedback.

### 7. Attach related files - including PowerPoints, images and handouts

You can upload other file documents for storage in the web-based library. This makes organizing training materials easy and accessible from anywhere.

### 8. Access your 4MATion® Library from any Internet connection

Using your unique username and password, you can access your training materials from any computer with Internet access.

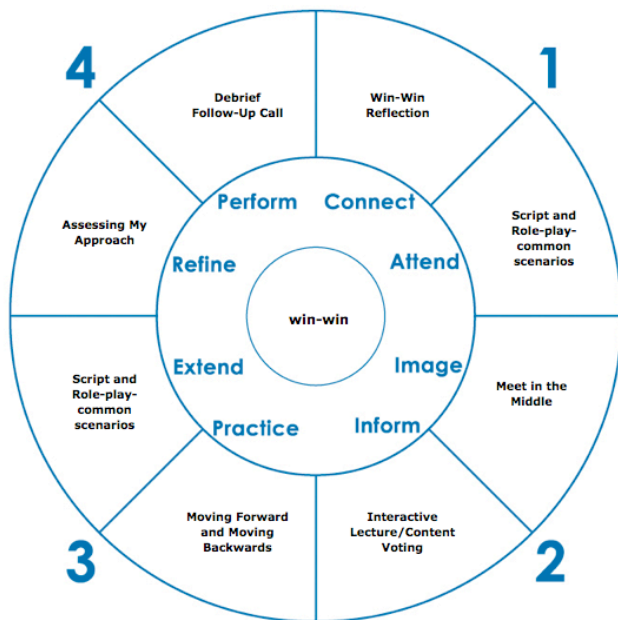
### 9. Share your training

The 4MATion® Training Library stores and protects all of your training designs. You determine who can view your work. If you work with a team of designers, a group Training Library can be created for shared training design access.

**Contact 4MAT 4Business® for more information at 866.888.4MAT or [info@4mat4business.com](mailto:info@4mat4business.com)**

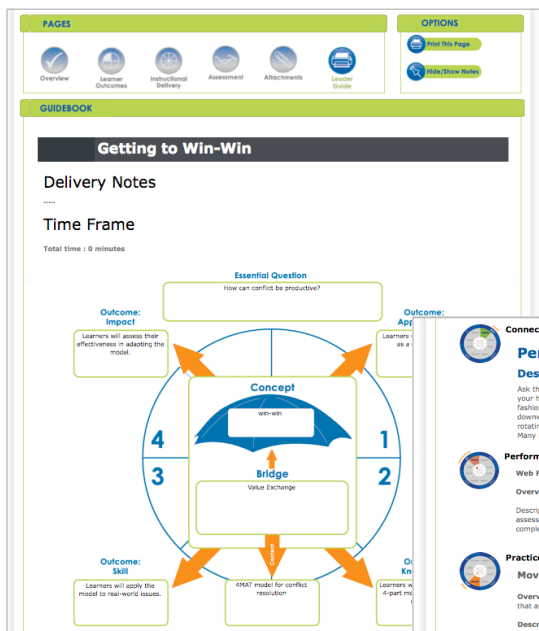
# what am I creating in 4MATion®?

Using the 4MAT 4Business® 4MATion® Corporate Design Tool, you will create a 4MAT® Training Design Wheel and a Leader Guide to help you deliver your material.



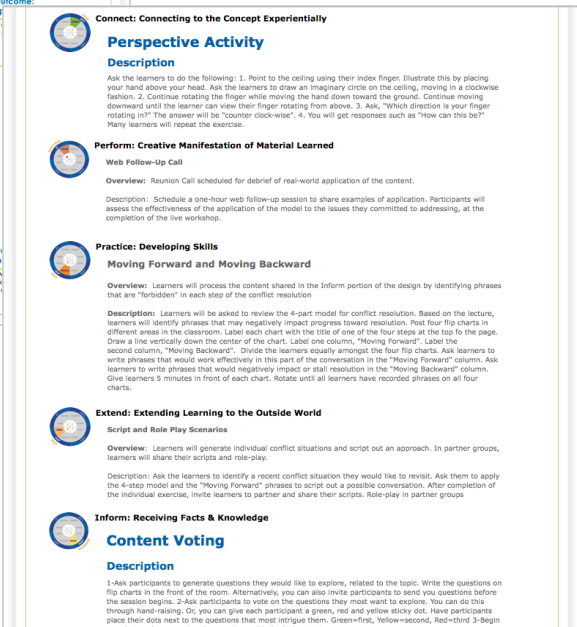
## What is a 4MAT® Wheel?

The 4MAT® Training Design is presented in a circular visual called the “4MAT® Wheel.” This visual symbolizes the 4MAT® cycle of learning and is a visual map of your completed training design. As you complete the 10-step design wizard, your text will appear in the printable 4MAT® Wheel. This wheel will display at the beginning of your Leader Guide, as a quick reference tool. You can also print the wheel on a single page, if you like.



## What is the Leader Guide?

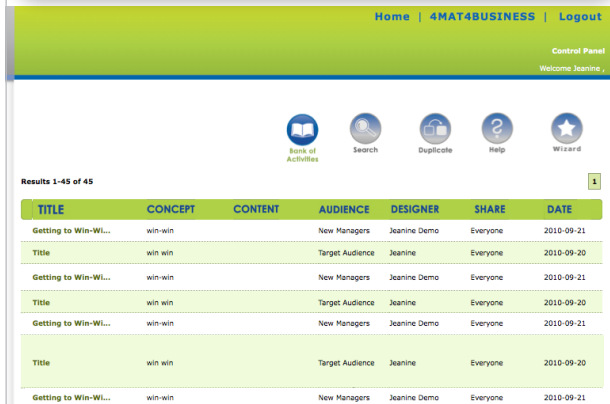
The 4MATion® Leader Guide is a reference guide for the course facilitator. All of the content that you input into the “Create Guide” fields in each of the design wizard steps will populate your leader guide. The guide will display course outcomes, the 4MAT® Training Design Wheel and the activities you include in for each of the 8-steps of delivery. You can format and customize your guide using the text editor tools.



# 4MATion®: the basics

Here are the three sections of 4MATion® you will use to build your training design.

## bank of activities/library



Home | 4MAT4BUSINESS | Logout

Control Panel  
Welcome Jeanine

Bank of Activities Search Duplicate Help Wizard

Results 1-45 of 45

TITLE	CONCEPT	CONTENT	AUDIENCE	DESIGNER	SHARE	DATE
Getting to Win-Wi...	win-win		New Managers	Jeanine Demo	Everyone	2010-09-21
Title	win-win		Target Audience	Jeanine	Everyone	2010-09-20
Getting to Win-Wi...	win-win		New Managers	Jeanine Demo	Everyone	2010-09-21
Title	win-win		Target Audience	Jeanine	Everyone	2010-09-20
Getting to Win-Wi...	win-win		New Managers	Jeanine Demo	Everyone	2010-09-21
Title	win-win		Target Audience	Jeanine	Everyone	2010-09-20
Getting to Win-Wi...	win-win		New Managers	Jeanine Demo	Everyone	2010-09-21



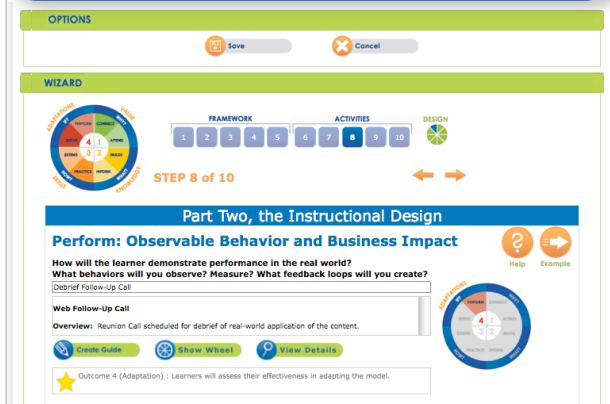
Bank of Activities

## Bank of Activities/Library

### Name, Search and Store

The first screen you will be directed to after you log in is the Home page, listing your library of training designs. From the Home page you can access all of your own designs as well as any other designs you have permission to view. The information you enter into Step 1 of the 10-step design wizard determines what will be seen in the library search fields.

## 10-step design wizard



OPTIONS  
Save Cancel

WIZARD

STEP 8 of 10

Part Two, the Instructional Design

**Perform: Observable Behavior and Business Impact**

How will the learner demonstrate performance in the real world?  
What behaviors will you observe? Measure? What feedback loops will you create?

Debrief Follow-Up Call

Web Follow-Up Call

Overview: Reunion Call scheduled for debrief of real-world application of the content.

Create Guide Show Wheel View Details

Outcome 4 (Adaptation) - Learners will assess their effectiveness in adapting the model.



Wizard

## 10-Step Design Wizard

### Create Your Training Design

When you click the "Wizard" icon on the Home page, you will launch the 4MATion® 10-Step Design Wizard. This will guide you through the process of designing your 4MAT® Training Design Wheel and your Leader Guide. After you enter information in Step 1 (naming your design), click the "Save" button to save your design in the library. After saving in step 1, you will be able to return to your finished or unfinished design by clicking on the design title in the library.

## delivery pages



Instructional Delivery

## Delivery Pages


### Attach Files, Assessment, Print Your Design and Leader Guide

In the Delivery section of 4MATion®, you can view the progress of your 4MAT® Wheel and Leader Guide. After you complete your design, you have the option to attach files such as PowerPoints, PDF's, images, and video files. The assessment button allows you to assess your design using the 4MAT® scaling criteria. You can also print your Leader Guide from the Delivery pages.

## Test Drive 4MATion®

Ready to see 4MATion® in action? Sign up for your free 30-day trial today and receive the **Getting Started with 4MATion® User Guide**.


### How do I sign up for my free trial?

1. Go to **www.4mat4business.com** and click "Get Your Free Trial"  under the 4MAT® Training Design Center section.
2. Click the "Sign Up for Your 30-day Trial" link and fill out the forms.
3. Upon completion of the sign up process, you will receive your user name, password and the 4MATion® login link.
4. Follow the instructions in your confirmation email to log in to your 4MATion® account.

### How do I sign up for my free trial?

1. Go to **www.4mat4business.com/4mat** and log in to your account.
2. Click the "Download the User Guide"  button on the 4MATion® home page.

## Preview 4MATion®

We offer free 4MATion® previews online. To view our course calendar and register for a 4MATion® demo, visit **www.4mat4business.com/4mation** and click the "4MAT Event Calendar"  button.

## Other Ways to Contact Us

Chat with our team through our **Live Chat** feature on the 4MAT 4Business® web site, call us at **866.888.4MAT**, or send us an email us to **info@4mat4business.com**.