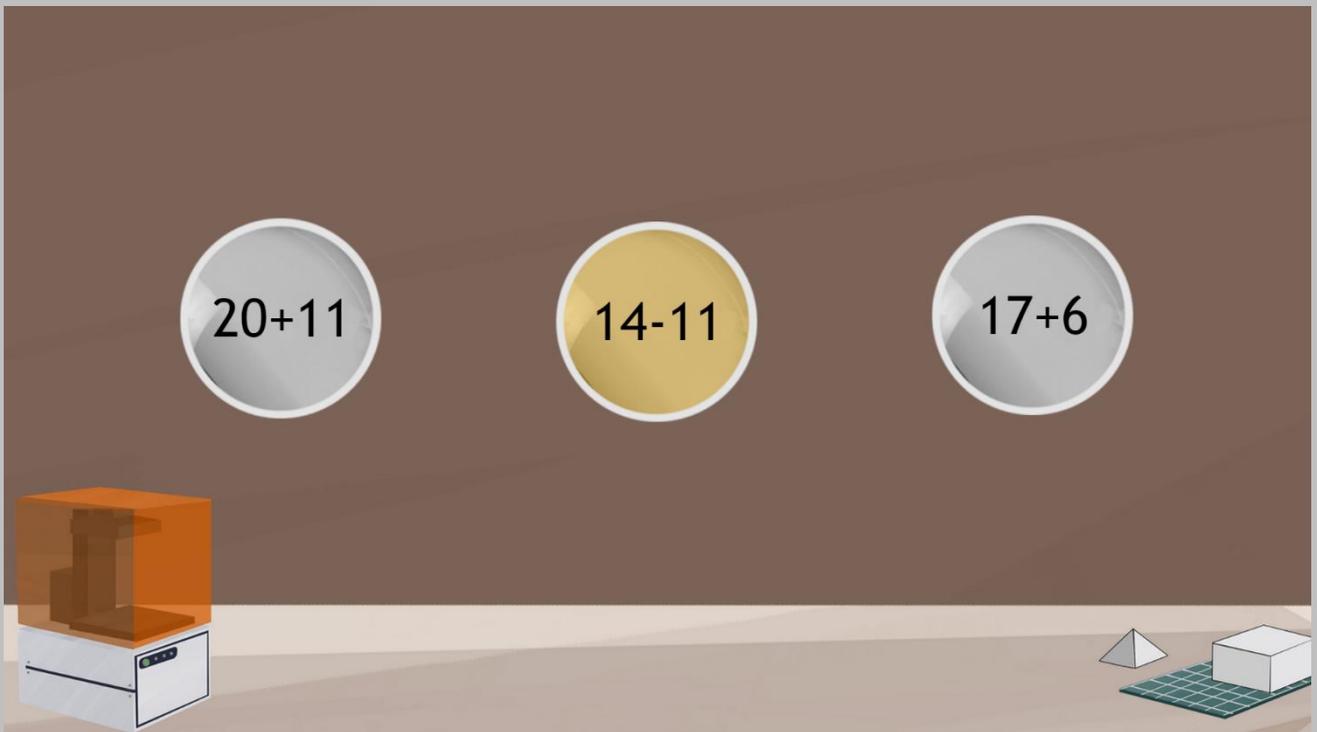


COACH'S GUIDE

Number Code FLEX



www.flexprogram.org

ATT TRÄNA MED MATTEKODEN

Number Code is adaptive web-based software designed for intensive training of key mathematical skills. To obtain maximum effect of the training it is important that the entire training period is performed and that the trainee always makes an effort to try their best.

To perform a successful training with your pupils we recommend that you follow the steps in this guide. The first part is general information about the training. The second part is a step-by-step guide on how to get started with Number Code.

HOW DOES THE TRAINING WORK?

The actual training consists of a number of exercises. The difficulty of the exercises is automatically adjusted to the pupil's performance, so that the demands on the pupil is always at an optimal level. A training period consists of 25 training sessions. Each training session will take between 25 to 40 minutes to complete depending on factors such as age and speed of processing. The training can be performed either with one pupil or with a group of pupils. Regardless of whether you are training with one pupil or with a group it is recommended to take the information below into account. When training with a group each pupil will follow their own training programme where the levels are automatically adjusted.

During each week of training we recommend that you do 3-5 training sessions making the total length of the training period at most 8 weeks.

COACH

The coach's main function is to help the person training to maintain motivation throughout the training by continuous support and feedback. The trainee will very likely, sometime during the training, complain that it is hard to train and show signs of reduced motivation.

There are various ways to help the trainee to get through these motivational dips and to train even though it is inconvenient. However there is no general method that works for everyone. Each individual is motivated by different things and it is important that you trust your own teaching skills and use your experience of working with the person that you are supervising.

The goal is that the trainee maintains maximum effort and continues training throughout the training period. It is best if one person can be responsible for training during the entire period to provide continuity, but also because the coach will then get a good understanding of what facilitates training for that trainee.

LOCATION

Sometimes your choices are limited as regards the location for memory training. As with everything else you have to be realistic and make the best of what is available. Perhaps the most important thing to consider when choosing location for training is that it is quiet. If possible always use the same room for training. This creates a safe environment where the number of new impressions are kept to a minimum and all focus can be put on the training.

CONTINUITY

Continuity is a key word that should permeate the entire training. Ideally, the training should take place the same time of day, in the same room, with the same coach for each training session.

Ability to concentrate can vary from day to day, but also depending on what time it is. Just before lunch, when blood sugar levels are low, or right after lunch when digestion is at work are times you should avoid training if possible. The same applies in the afternoon when the school day draws to an end. It is best for most people to train in the morning; for example to train shortly after they starting school. However, it is important to remember to always adjust the time according to what works best for the trainee.

Always training at the same time of day means that similar conditions will be given for all training sessions. The risk of irregular training is that some days training will be carried out when the general ability is at its peak and some days when it is at its lowest; this can affect how it feels to train. If you have been training on Monday at a time when you feel that you cope well and then train on Tuesday after lunch and physical education the risk is that the training is less fun and that it is difficult to do one's best. It is a great advantage to train when individuals feel refreshed and alert in order to create a positive atmosphere for the training.

SUPPORT MATERIAL FOR THE PUPIL

Number Code provides two options to choose between when selecting support material for the pupil. For the younger pupils it is recommended to use a log book. For students from about 12 years consider using the pupil's booklet. Below is a short description of their contents.

Logbook

There is a lot to keep track of before training can begin. The logbook serves several purposes, but the most important function is to make preparations for the training as easy as possible.

The logbook contains the following things:

- Information to the pupil on Number Code and intensive training of mathematical skills.
- Reward schedule, where rewards are to be written before training begins.
- Overview of every week of training where the child fills out completed training days.
- Easy checklist that you as coach go through together with the child before training begins.

If using a log book, use the training schedule in this guide for planning.

Pupil's booklet

The pupil's booklet contains the following things:

- Training with Number Code
- How does the training work?
- Coach & location
- Continuity
- Training schedule

Make sure that the training schedule is filled out before the training begins!

CHECKLIST

Go through the checklist before training with a pupil.

COACH	FINISHED DATE	COMMENTS
Appoint coach with main responsibility.		
Appoint substitute coach.		
LOCATION	FINISHED DATE	COMMENTS
Choose location for training.		
Prepare co-workers and other pupils that you need to be undisturbed during training.		
Ta bort potentiellt distraherande föremål i rummet.		
NUMBER CODE	FINISHED DATE	COMMENTS
Try the software from "try the exercises" on the computer/tablet that will be used.		
Create a profile for the trainee.		
Enter in the pupil's booklet when and where the training is planned.		

TRAINING SCHEDULE

Enter date & time when training is planned. Use a pencil to be able to erase and change if training is not completed according to plan.

Week 1

Day	Date	Time	Coach	Comments
1				
2				
3				
4				
5				

Week 2

Day	Date	Time	Coach	Comments
6				
7				
8				
9				
10				

Week 3

Day	Date	Time	Coach	Comments
11				
12				
13				
14				
15				

Week 4

Day	Date	Time	Coach	Comments
16				
17				
18				
19				
20				

Week 5

Day	Date	Time	Coach	Comments
21				
22				
23				
24				
25				

NOW YOU CAN START TRAINING!

Remember that Chrome is recommended browser for Windows and Safari for iOS (iPad). If you have any questions or are in need of support do not hesitate to send us an email: contact@flexprogram.org.