

# Number Skills

For increased efficiency and accuracy in number transfer

## The Impact of Number Skills:

- Increase number accuracy by 50%
- Increase speed of number perception by 20%
- Retain up to 12 digit numbers
- Recognize groups of 3 in number patterns
- Improve accuracy of transfer and correct placement

## Who will benefit?

- Data entry operators
- Medical records personnel
- Customer service reps
- Accounting assistants
- Payroll administrators
- Claims department personnel
- Reservation agents
- Financial analysts
- Order processors
- Mortgage and loan processors
- Billing administrators
- Bank tellers
- Distribution center personnel
- Credit card service providers



# Program Description

## ? The Objectives

The goal is that Number Skills will help to transfer data more accurately and quickly, to improve perceiving, hearing, grouping, and proofing of numbers, and to increase overall performance and productivity.

## ? The Procedure

Number Skills can be delivered in four 2 hour sessions or two 4-hour sessions. Individuals practice new skills using video, audio, and workbook exercises. Participants analyze and drill on number patterns so they develop the skills to quickly and accurately identify and transfer data to written or computer-generated documents.

## ? The Results

Participants achieve measurable increases in number accuracy, perception, and retention. To measure results, a Pre- and Post-Test is administered at the beginning and end of the four sessions.

## ? The Guarantee

After pre-class and post-class testing, we guarantee at least a 50% reduction in errors or the materials are free. Recent results are 60% or higher. Increases in speed average about 20% because accuracy is emphasized more than speed.

## ? About Switzer Resource Group

Switzer Resource Group, Inc, has been providing training solutions to organizations around the country for over 12 years. We have several qualified instructors available to provide training to our clients. The Number Skills program has just been revised by Vital Learning to reflect new trends with number transfer and data entry.

## ? About Vital Learning

Vital Learning's award-winning programs have successfully helped organizations develop supervisors, leaders, and other employees for over 20 years. Experience has proven that developing the most basic skills - such as data entry - creates a foundation of competence and professionalism that leads to more productive and profitable teams.

## ? Comments from Participants

- "Very participatory- will definitely recommend it to others in the 'numbers' business."
- "I'm amazed at how well I improved my speed of retaining numbers. Great class!"
- "Excellent class. Had lots of fun. Great instructors."
- "I think this course helped me to speed up by grouping numbers, also showed me how to really concentrate."

FOR MORE INFORMATION, CONTACT PAULA SWITZER:

**Call** 913.268.6070

**Toll-free** 888.439.6070

**Fax** 913.268.8068

**E-mail** paula@trainingresources.com

**Website** www.trainingresources.com

**Address** 12405 W. 68th Terrace, Shawnee, KS 66216

