Number Skills

"Sometimes what seems like the smallest error can lead to a huge difference in our numbers that can take hours to track down and correct. Just a few incorrect numbers can make the team look bad and create so much unnecessary work. We've got to be more accurate inputting numerical data."

With increased audit requirements and heightened corporate oversight, accuracy of data entry has become a critical aspect of business today. Keying, recording, transferring, and checking numbers requires both skill and technique to maintain accuracy and increase productivity.

Impact

After completing the *Number Skills* workshop, typical participants:

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.

Number Skills uses visual and listening exercises to enable the rapid and accurate perception of numbers and letter/number combinations. Feedback from hundreds of individuals helped identify various tools and techniques that increase efficiency and accuracy for those in positions that involve number transfer.

Who will benefit from Number Skills?

Anyone whose daily tasks require accurate keying, transferring, recording, or checking of numbers will benefit. These roles include:

- Data entry operators
- Medical records personnel
- Customer service representatives
- 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

Objectives

- Transfer data more accurately and quickly
- Improve perceiving, hearing, grouping, and proofing of numbers
- Increase overall performance and productivity

Program Description

Number Skills can be delivered in **four 2-hour sessions** or **2 four-hour sessions**.

Using proven techniques, 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. **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.

Course Materials

Instructor's Kit
Instructor's Administrative Kit with media (audio and video) needed to conduct the workshop. Each participant workbook page is included in the instructor's guide with easy-to-follow facilitation guidelines.

Participant Kit
Materials for all four sessions are spiral-bound in one book with an answer key for workshop exercises.

Comments from Participants
- *"This class was awesome! I hope that all of the employees at ___ get to take this class."*
- *"This is a great course….all of the techniques taught can increase our speed and accuracy with numbers."*
- *"I found this class very challenging, and I am amazed how easily I improved in speed/accuracy with numbers."*
- *"I think all new hires should take this program."*

About Vital Learning

Vital Learning's award-winning programs have successfully helped organizations develop supervisors, leaders, and other employees for over 20 years. **Our customers tell us that our training really works because it facilitates the changes in behavior that power improved business results.**

Our 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. Let Vital Learning help you take the first step toward developing highly proficient individuals and more productive and profitable teams.

Find out how your organization can benefit from Number Skills—we guarantee it!