With increased audit requirements, tighter regulations 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. Organizations are challenged in this area.

DATA ACCURACY BRINGS SUCCESS

What if your employees could learn a few easy skills that would help them transfer data more accurately and quickly, improve the way they work with numbers, and increase their overall performance and productivity? It is possible.

The Vital Learning Number Skills® program uses visual and listening exercises to teach participants 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 employees in positions that involve transferring numbers.

The course is designed for any employees whose daily tasks require accurate keying, transferring, recording or checking of numbers:

Data entry operators
Medical records personnel
Customer service representatives (CSRs)
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

Using proven techniques, participants practice new skills using video, audio and workbook exercises. Participants analyze and drill on number patterns, enabling them to develop the skills to quickly and accurately identify and transfer data to written or digital documents. Participants achieve measurable increases in number accuracy, perception and retention. To measure participants' progress, pre-and post-tests are administered.

Throughout the course, participants review video presentations and case studies, participate in group discussions, practice new skills, and receive immediate feedback. The program provides them with implementation tools, a troubleshooting guide and additional resources to help them apply the skills they have learned on the job.

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LEARNING

ESSENTIAL COURSE MATERIALS

Number Skills is available in classroom format to accommodate any organization or type of business. Each course includes the following course materials:

Facilitator Guide
- Provides complete instructions about how to conduct the course
- Supplies explanatory information for the trainer, sample trainer narrative and facilitation notes
- Includes the audio CD and the facilitator resource CD, which contains a PowerPoint presentation

Participant Workbook
- Provides exercises, forms, skill practice aids and a video synopsis
- Includes a Memory Jogger Card™, which gives participants a handy reminder of the course's skill points
- Includes a pre-test and post-test

Video
- Presents a video illustrating course concepts

BENEFITS OF NUMBER SKILLS

Organizations can offer the course in classroom format.

Flexible format can be delivered in four two-hour sessions or two four-hour sessions or one eight-hour session.

Program is designed for 14 to 20 participants.

Course participants receive hands-on experience practicing the program's skills and methods.

Participants typically increase number accuracy by 50%.

Participants typically increase speed of number perception by 20%.

Participants learn to retain up to 12-digit numbers.

Participants learn to recognize groups of three in number patterns.

Participants improve their accuracy of number transfer and correct placement.

Number Skills and Memory Jogger Card™ are trademarks of Vital Learning.