



# Number Skills

***“Sometimes what seems 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 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.***

For over 20 years, we’ve helped individuals improve the skills they need to become productive members of some of the most successful organizations. Our experience has proven that developing the most basic skills – such as data entry - creates a foundation of competence, professionalism, trust and respect that leads to more productive and profitable teams.

**Number Skills** uses visual exercises to improve rapid perception of numbers and letter/number combinations. Feedback from hundreds of individuals helped identify various tools and techniques to increase efficiency and accuracy when performing a role that involves entering data. By analyzing and drilling number patterns, participants develop skills to quickly and accurately identify and transfer data to screens or documents.

## Program Description

**Number Skills** helps individuals who perform any function that requires working with numbers or large amounts of data. Using exercises and techniques, individuals work to achieve measurable increases in number accuracy, perception, retention, patterns, and checking.

Throughout the training participants’ work through video or film-based exercises, participate in group activities and complete pre-and post-tests to measure results. The 10-hour workshop, usually divided into five 2-hour sessions, is designed for 10 – 15 participants and includes the following:

- Grouping
- Rapid proofreading
- Accurate placement
- Transferring groups
- Transfer of zeros and decimals

## Course Materials

### *Instructor's Kit*

- *Instructor's Guide, Course Outline, and Media (audio, filmstrips or video) needed to conduct the workshop.*

### *Participant Kit*

- *Five individual workbooks-spiraled into one book (one for each session) plus an answer key containing answers to workshop exercises.*

### **Demonstration Video**

- *Now you can evaluate this unique program with a 30-minute video demonstration. This video explains how **Number Skills** improves accuracy and productivity and includes a booklet with sample exercises.  
Video Demonstration Available.*

## 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. Let Vital Learning help you take the first step toward developing professional individuals and more productive and profitable teams.