



Productivity Curriculum

The need for basic skills training continues to be a focus of attention for many employers. It's critical for them to provide their support staff with the fundamental skills that are used on the job daily. These skills, improve professionalism, and reduce errors, thereby increasing productivity and rapidly repaying the training investment.

Achieving Communication Effectiveness (ACE)

Achieving Communication Effectiveness (ACE) is designed to enhance and to improve on-the-job interpersonal communication skills. It focuses on the behaviors that hinder effective communication and provides the techniques needed to achieve communication credibility.

Delivery Options Available: Classroom or Online

Number Skills®

Number Skills® is a 10-hour program usually divided into two-hour modules taught on five consecutive days. The training uses visual exercises (on VHS or DVD) to improve rapid perception of numbers and of letter and number combinations. Number patterns are analyzed and drilled so that trainees can quickly and accurately identify and transfer data to screens or documents. In addition, audiotapes develop the skill of accurate listening for numbers.

Delivery Options Available: Classroom

Professionalism in the Office (PITO)

Professionalism in the Office (PITO) trains participants to be more professional, thus more effective on the job. Overall, the workshop focuses on the positive results generated by an employee who has mastered key fundamental skills.

Delivery Options Available: Classroom or Online

Proofamatics

The course provides several types of exercises from which participants learn a variety of crucial skills. Topics include: a grammar/spelling review, consistency in capitalization and style, and a proofreading system that enables trainees to search for specific types of errors. Participants also perform exercises designed to strengthen eye muscles, reduce eye fatigue, and relax stressed muscles.

Delivery Options Available: Classroom

Understanding and Using Financial Data

This course addresses the meaning and importance of financial statements, financial terms, and ratios, analyzing an organization's financial condition, investments, and increasing professional effectiveness. Basic financial knowledge is imperative for long-term business success because money, well managed, enables the company to grow and prosper. The purpose of this course is three-fold: understanding the thought process of business, terminology associated with business and financial statements, and the experience of working through financial analysis problems.

Delivery Options Available: Online