

Productivity Curriculum

The need for basic skills training continues to be a focus of attention to many employers for providing their support staff with skills that can be used on the job daily. These skills save organizations money, improve professionalism, increase productivity and reduce errors by focusing on accuracy.

Achieving Communication Effectiveness (ACE)

Achieving Communication Effectiveness (ACE) is a training program 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 an 8-hour program usually divided into 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.

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 certain 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

Diversity Awareness

This interactive online skill builder will assist in understanding, recognizing and appreciating that cultural diversity means being different from others and learning how to celebrate those differences once they are identified. The opportunity will be provided to learn and then do something about personal understandings of other cultures. This course will show how to interact with different kinds of people and recognize the benefits that multi-culturalism can bring to our lives. *Diversity Awareness* is a source of enrichment which can bring a wealth of benefits to every organization.

Delivery Options Available: Online

THE SUCCESS INSTITUTE

Anne Wilks, President

225.769.4439 office

225.938.1735 mobile

www.thesuccessinstitute.us