



Distributed through M-Urge:

Contact Us to book, or discuss your needs:
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Overview

Key Facts



- Typically for up to 10 participants
- We come to your premises
- Accelerated learning techniques support fast and long-lasting memory
- **Unique support tool** maximises the chance of effective implementation of your new skill in the workplace.

Pre-Workshop

Event Preparation:

Training room requirements:

- PCs for all trainees
- Projector for trainer

Liaison with trainer recommended to pre-test **StarTouch Supporter** (software tool – requires MS Office 2003)

No participant preparation required



Objectives


This course enables participants to:

- Type all alphabet keys & important punctuation without looking at the keyboard... ever again!
- Correct mistakes 'on the fly' ...without breaking the flow of their typing
- Pursue an effective practice regime
 - to improve speed & accuracy
 - easy to implement into the busy working week
- use a special software 'coaching' tool which will...
 - remind them of what they learned
 - test their speed & accuracy
 - keep track of their practice
 - record their progress




The Workshop




Morning

Introduction to Accelerated Learning approach  (including surprise 'bonus' piece of learning!)



Posture, Health & Safety  Left half of keyboard - learning layout & fingering; real word practice

Afternoon

Right half of keyboard - learning & practising as above  Introduction to StarTouch Supporter tool  Discuss success criteria, and plan, for effective Practice Regime 

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Participants said:

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- “...very **enjoyable** and **encouraging** - providing **confidence** to carry on”
- “Most **relevant** course this year”
- “Made the dry subject of typing **exciting!!**”
- “...**interesting** and **motivating**...”
- “...very **well explained** and presented...”
- “...a whole **new approach to learning**...”
- “...**fun** as well as **useful**...”
- “...**kept my interest** throughout...”
- “...**the best course yet**”
- “Very **dynamic & entertaining**”

Post Workshop (Participant's practice regime)

- Days following course
 - **LOTS of personal practice**
 - Supported/encouraged by e-mail from the trainer
 - Supported by the 'coaching' support tool
- Weeks following course
 - **Continuing personal practice / progress**
 - Participants can record & demonstrate practice levels and progress using the support tool

