

DURATION: Two day public open course – or run for your own in-house group

SUITABLE FOR: Touch typing is an essential life skill, used during your education, throughout your career and life generally. The course is popular with individuals of any age who want to learn the correct way to type effectively, quickly and automatically. It is truly a universal time-saving skill saving years of your life! *

Objectives

By the end of the course you will:

- Have grasped the layout of the alphabetical keys and be able to type without looking at the keyboard
- Built your speed to the maximum you can achieve within the time allowed
- Take away the strategies and the tools to further develop your speed
- Understand and maintain good posture to avoid strain

Programme

You will learn:

- To type properly using the correct fingers for each letter of the alphabet
- How to correct any existing bad habits
- How to sit properly when typing to avoid Repetitive Strain Injury and back pain
- The strategies needed to build up your typing speed
- How to practise once you return to your place of work or at home



CPD Certified
12 Learning Hours
12 Points

***Save more than 2 years of your working life!**

Check this out...

Jack cannot touch type - his speed is around **20 wpm** and he looks at the keyboard.

Jill is a touch typist whose speed is **60 wpm** with no peeping at the keyboard.

They both type for **60 minutes** each day – Jill types 3 times as fast as Jack.
She saves **40 minutes** per day.

Over 230 working days, each year Jill saves just over **20 working days**.
She has 4 extra weeks holiday or, more realistically, achieves promotion because she is so efficient!

Over 40 working years Jill could go around the world in **800 days**
...or more likely earn **£200K** extra through using the 800 working days to benefit her employer!
(estimated on the average £5K more per year from her promotion!)

Your Pitman trained tutor types at 100wpm – calculate that!

Type in 2 Days runs every month - book now! **020 7256 6668**

For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk