Developing an Eye for Accuracy



It's cool to be accurate!

August

Name:		
Department:		
Date:		
Please record your time he	ere:	
(Time limit: 3 minutes)		
Score:	/ 25	



Developing an Eye for Accuracy August

Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' column. If the items are different, put a tick in the 'D' column, and then circle the error in Column 2. Please write how long it takes you to complete this exercise on the front of this paper.

turation or a	-		hading Commons
Justin Sommers	S	D	Justine Sommers
Bank Holiday Monday	S	D	Bank Holliday Monday
Sunlit Drive	S	D	Sunlight Drive
Sun tan lotion	S	D	Sun tan lotion
Susan Halliday	S	D	Susan Holliday
No vacancies	S	D	No vaccancies
03/08/18	S	D	08/08/18
Barker & McKenzie	S	D	Baker & McKenzie
Philip Beach	S	D	Phillip Beach
07719158819	S	D	07791158819
84 Sun Lane	S	D	84 Son Lane
Voucher AB559	S	D	Voucher AB559
£17.80 day return	S	D	£17.30 day return
£28,000	S	D	£2,800
Offer ends 31st August	S	D	Offer ends 31 August
Flight number EZY0474	S	D	Flight number ESY0474
Passport number: 778912348	S	D	Passport number: 779812348
Booking ref: ABDA781Y	S	D	Booking ref: ADDA781Y
Weight limit: 15kg	S	D	Weight limit: 18kg
Guest name: Mrs Josephine Butler	S	D	Guest name: Mrs Josephine Butler
4 th July 2017	S	D	4 th July 2017
Booking fee: £10	S	D	Booking fee: £100
Miss Claire Bernard	S	D	Miss Claire Barnard
€780,00	S	D	€788,00
Visitors' book	S	D	Visitors' book
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Bank Holiday Monday	S	1	Bank Holl iday Mend Extra l
Sunlit Drive	S	1	Sunlight Drive Extra gh
Sun tan lotion	1	D	Sun tan lotion
Susan Halliday	S		Susan Ho lliday a not o
No vacancies	S		No vacc ancies Extra c
03/08/18	S		08 /08/12 3 not 8
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84 Sun Lane	S		84 So n Lane u not o
Voucher AB559	1	D	Voucher AB559
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£28,000	S		£2,800 Transposition & Missing 0
Offer ends 31st August	S		Offer ends 31 August Missing st
Flight number EZY0474	S		Flight number ES Y0474 z not s
Passport number: 778912348	S		Passport number: 779842346 Transposition
Booking ref: ABDA781Y	S		Booking ref: ADDAZO4V B not D
Weight limit: 15kg	S		Weight limit: 18kg 5 not 8
Guest name: Mrs Josephine Butler	1	D	Guest name: Mrs Josephine Butler
4 th July 2017	1	D	4 th July 2017
Booking fee: £10	S	1	Booking fee: £100 Extra 0
Miss Claire Bernard	S		Miss Claire Barnerd e not a
€780,00	S		€788 ,00 0 not 8
Visitors' book	1	D	Visitors' book





How did you do in the test? And what does it mean?

There are just 25 pieces of data to compare and verify, so even just one mistake equates to a 4% error rate. The test should have taken no more than three minutes to complete. Imagine your people made one error every three minutes. That's 20 errors every hour and 140 errors in a seven hour day. Now think about the number of people you employ who are reading, checking or transferring data. It's easy to see how it mounts up!

An error is made in just a second or two. But how long does it take to find and correct it, once it's been made? And what are the consequences in terms of wasted time and productivity? And consider the cost implications of the errors themselves.

The reason we all make mistakes is because we are human. It doesn't matter how experienced, how conscientious or how senior we are, the physical structure of the human eye and the way our brains and eyes co-ordinate all conspire to make us vulnerable to making mistakes.

The good news is that accuracy is a trainable skill. We can all learn to become more accurate.

At Scott Bradbury we specialise in data accuracy skills. We work with organisations to reduce errors, save money and boost productivity. We develop the accuracy skills of people who in-put, transfer and check data, enabling them to process information efficiently and accurately.

Developing an Eye for Accuracy Training

Developing an Eye for Accuracy is our core training programme. Delegates learn and practise proven accuracy techniques and how to apply them to the work they do.

Delegates complete pre-course and post-course assessments to enable us to measure the group's improvement in accuracy and speed. Delegates also record the errors they make during the programme and from this a personalised 'error pattern' emerges which is specific to them and alerts them to areas where they are most prone to make a mistake.

Measurable Return on Investment

Results from the programme are measurable and the return on investment is demonstrable. Typically delegates achieve a 60% reduction in errors and a 3% increase in processing speed. We also provide additional testing to use back in the workplace so you can monitor accuracy performance in the months following the initial training.

Free Demonstration

A free demonstration shows how the accuracy techniques work and the typical cost savings and productivity gains you can expect to achieve. We also share tips for building an internal accuracy culture where people are motivated to get it right first time, every time.

Find out more from the experts in accuracy skills.

Call +44(0)1638 723590 or email accuracy@scottbradbury.co.uk