

Developing an Eye for Accuracy



If it's legally binding, it better be accurate!

Getting it right first time, every time

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy Legal sector

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.

Document number #67811389	S	D	Document number #67811398
Expense account £1,380.00	S	D	Expense account £1,3800.00
miranda.collins@uklawfirmllp.co.uk	S	D	miranda.collins@uklawfirmllp.co.uk
Invoice date 15/10/2019	S	D	Invoice date 15/10/2019
Matter number: 1.80.1111.00	S	D	Matter number: 1.80.1111.00
Budget code: 64800-102-99-9418	S	D	Budget code: 64800-1-2-99-9413
Partner initials: NAM	S	D	Partner initials: NAM
Fee: £5,1325.00	S	D	Fee: \$5,1325.00
Reference number: GA/2019 – VF	S	D	Reference number: GA/2019 – VF
Bar check number: BG0878994-01	S	D	Bar check number: BG0878894-01
DOB: 30/03/1987	S	D	DOB: 30/03/1987
Ince Gordon Dadds	S	D	Incs Gordon Dadds
Telephone: +49 69 70612020	S	D	Telephone: +46 69 70612020
Sarah Clarke QC	S	D	Sarah Clark QC
Case ref: 56871	S	D	Case ref: 56871
Court hearing 14/11/2019	S	D	Court hearing 14/11/2019
Available dates: 14 th & 18 th December	S	D	Available dates: 14 th & 18 th December
Matter number: 15238563-0152442	S	D	Matter number: 15238563-0152422
Addleshaw Goddard LLP	S	D	Addleshaw Goddard LLP
EU VAT ID: FR16000091925	S	D	EU VAT ID: FR16000091925
Miss Joanna Cotgrove	S	D	Miss Joanna Cotgrove
Scope of work description	S	D	Scope of work description
Ref: VSH/JWM/HAL127/3	S	D	Ref: VSH/JWM/HAL127/3
Declaration of trust document	S	D	Declaration of trust document
Fee £4,876.86	S	D	Fee £4,786.86

How did **you** do?

There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That's 20 errors every hour and 140 errors in a seven-hour day. It's easy to see how it mounts up.

What does it mean?

Our results show that people working in the legal sector have an average error rate of 3.2% and typically spend 19% of their time making, finding and fixing mistakes. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

That's 19% of your company's salary bill

It's like employing your own error department!



Results show a 48% reduction in errors!

That's £1,704 saved per person per year



Proven to work

Since 2003 we have been working with law firms equipping processing teams and administrative support functions with the skills needed to handle client data and vital paperwork accurately. Typically, our participants achieve a 48% reduction in errors. A return on investment saving is calculated through the value of time saved through making fewer errors. The typical saving within the legal sector is £1,704 per person per year.

Which workshop is best for you?

Developing an Eye for Accuracy

Our flagship in-house workshop for people who work with data and information

Accurate Written Communication

Our interactive in-house workshop for people who work with documents and emails

Preventing Mistakes at Work

Our practical in-house workshop for reducing the incidence of 'silly' human error

One-day Accuracy Skills

Our open workshop for individuals seeking to improve their attention to detail



Contact us for a demo

www.accuracyprogramme.co.uk

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Alice Hubbard

Senior Account Manager, Scott Bradbury Limited.



Where do we get our facts and figures from? The results are taken from the last ten *Developing an Eye for Accuracy* workshops delivered for the legal sector. The average salary of the participants is £22,000 (working 37.5 hours per week). Figures last updated September 2019.

Developing an Eye for Accuracy Legal sector

Document number #67811389	S	✓	Document number #6781138 9	Transposition
Expense account £1,380.00	S	✓	Expense account £1,380 0.00	Extra 0
miranda.collins@uklawfirmllp.co.uk	✓	D	miranda.collins@uklawfirmllp.co.uk	
Invoice date 15/10/2019	✓	D	Invoice date 15/10/2019	
Matter number: 1.80.1111.00	✓	D	Matter number: 1.80.1111.00	
Budget code: 64800-102-99-9418	S	✓	Budget code: 64800-1-2-99-941 8	0 not - 8 not 3
Partner initials: NAM	✓	D	Partner initials: NAM	
Fee: £5,1325.00	S	✓	Fee: \$ 5,1325.00	£ not \$
Reference number: GA/2019 – VF	✓	D	Reference number: GA/2019 – VF	
Bar check number: BG0878994-01	S	✓	Bar check number: BG0878 994-01	9 not 8
DOB: 30/03/1987	✓	D	DOB: 30/03/1987	
Ince Gordon Dadds	S	✓	Incs Gordon Dadds	e not s
Telephone: +49 69 70612020	S	✓	Telephone: +4 6-69-706120	9 not 6
Sarah Clarke QC	S	✓	Sarah Clark QC	Missing e
Case ref: 56871	✓	D	Case ref: 56871	
Court hearing 14/11/2019	✓	D	Court hearing 14/11/2019	
Available dates: 14 th & 18 th December	S	✓	Available dates:	Transposition
Matter number: 15238563-0152442	S	✓	Matter number: 15238563-01524 22	4 not 2
Addleshaw Goddard LLP	✓	D	Addleshaw Goddard LLP	
EU VAT ID: FR16000091925	✓	D	EU VAT ID: FR16000091925	
Miss Joanna Cotgrove	✓	D	Miss Joanna Cotgrove	
Scope of work description	✓	D	Scope of work description	
Ref: VSH/JWM/HAL127/3	✓	D	Ref: VSH/JWM/HAL127/3	
Declaration of trust document	✓	D	Declaration of trust document	
Fee £4,876.86	S	✓	Fee £4,7 86.86	Transposition