

Developing an Eye for Accuracy



For HR and L&D Professionals

Getting it right first time, every time

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

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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.

Vacancy number: IRC156948	S	D	Vacancy number: 1RC156948
Sort code: 117077	S	D	Sort code: 117077
NI Number SP 15 45 69 C	S	D	NI Number SP 15 45 69 C
Employee P5DLJ08	S	D	Employee P5BLJ08
Remedy case number: 2814568	S	D	Remedy case number: 2814658
Account Number: 45698247	S	D	Account Number: 45698247
Expenses: 236.36	S	D	Expenses: 236.63
14 th November 2020	S	D	14 th November 2002
Batch number: N3D102V	S	D	Batch number: N3D102V
Staff ID: 378442	S	D	Staff ID: 378422
Payroll number: 1523087	S	D	Payroll number: 1523087
Certificate number: C2G2N45875Q	S	D	Certificate number: C2G2N45875Q
Contract end date 31/03/20	S	D	Contrcat end date 31/03/20
Salary: £12,345.00	S	D	Salary: £12,345.00
Maternity dates: 15/08/19-14/08/20	S	D	Maternity dates: 15/08/19-14/08/20
Resignation date: 15/10/19	S	D	Resignation date: 15/10/19
Payroll number: 10039999	S	D	Payroll number: 100399999
Telephone number: 01482 395466	S	D	Telephone number: 01482 395466
Tax code: 1150L	S	D	Tax code: 1150L
Passport number: 522895677	S	D	Passport number: 522985677
DOB: 20 March 1966	S	D	DOB: 20 March 1966
Candidate number: 35681	S	D	Candidate nunber: 35681
Assessment score: 70/100	S	D	Assessment score: 70/100
Budget: £13,550	S	D	Budget: £13,500
Absence rate: 4.56%	S	D	Absence rate: 4.56%

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 from the last ten most recent courses delivered show participants have an average error rate of 3%. We find people typically spend 19% of their time making, finding and fixing those 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 57% reduction in errors!

That's £1,932 saved per person per year



Proven to work

Since 2003 we have been working with organisations across the UK to improve people's accuracy skills. The training improves the quality of your operations, delivers cost-saving gains and increases productivity. Typically, our participants achieve a 57% reduction in errors. A return on investment saving is calculated through the value of time saved through making fewer errors. The typical saving is £1,932 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

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Where do we get our facts and figures from? The results are taken from the last ten *Developing an Eye for Accuracy* workshops delivered. 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 For HR and L&D Professionals

Vacancy number: IRC156948	S	✓	Vacancy number: 1RC156948	I not 1
Sort code: 117077	✓	D	Sort code: 117077	
NI Number SP 15 45 69 C	✓	D	NI Number SP 15 45 69 C	
Employee P5DLJ08	S	✓	Employee P5B100	D not B
Remedy case number: 2814568	S	✓	Remedy case number: 2814658	Transposition
Account Number: 45698247	✓	D	Account Number: 45698247	
Expenses: 236.36	S	✓	Expenses: 236.63	Transposition
14 th November 2020	S	✓	14 th November 2002	Transposition
Batch number: N3D102V	✓	D	Batch number: N3D102V	
Staff ID: 378442	S	✓	Staff ID: 378422	4 not 2
Payroll number: 1523087	✓	D	Payroll number: 1523087	
Certificate number: C2G2N45875Q	✓	D	Certificate number: C2G2N45875Q	
Contract end date 31/03/20	S	✓	Contrcat end date	Transposition
Salary: £12,345.00	✓	D	Salary: £12,345.00	
Maternity dates: 15/08/17-14/08/19	✓	D	Maternity dates: 15/08/17-14/08/20	
Resignation date: 15/10/19	✓	D	Resignation date: 15/10/19	
Payroll number: 10039999	S	✓	Payroll number: 100399999	Extra 9
Telephone number: 01482 395466	✓	D	Telephone number: 01482 395466	
Tax code: 1150L	✓	D	Tax code: 1150L	
Passport number: 522895677	S	✓	Passport number: 522985677	Transposition
DOB: 20 March 1966	✓	D	DOB: 20 March 1966	
Candidate number: 35681	S	✓	Candidate number: 35681	m not n
Assessment score: 70/100	✓	D	Assessment score: 70/100	
Budget: £13,550	S	✓	Budget: £13,500	5 not 0
Absence rate: 4.56%	✓	D	Absence rate: 4.56%	