Developing an Eye for Accuracy

Calendar

January 2018

- **Tue 2nd,** Staff meeting
- **Fri 5th,** Report deadline
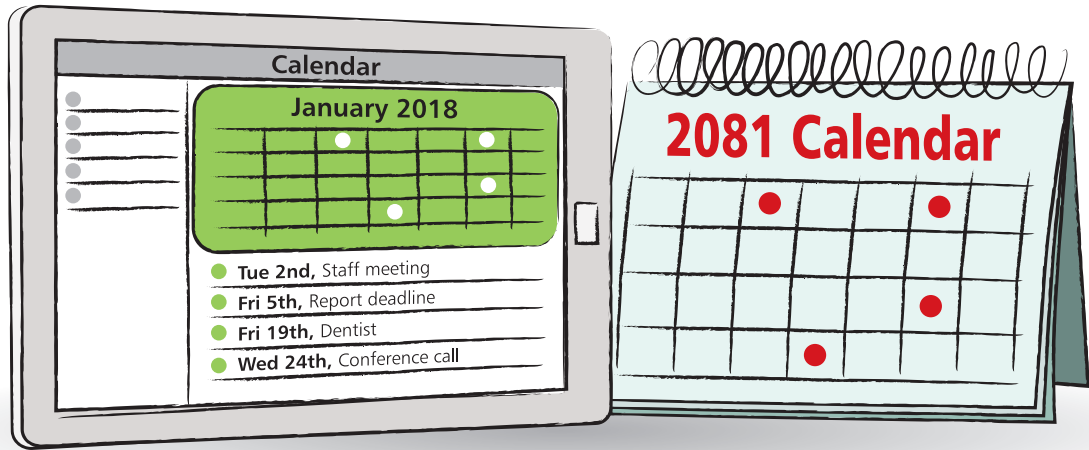- **Fri 19th,** Dentist
- **Wed 24th,** Conference call

2081 Calendar

Getting it right in 2018

2018

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy **2018**

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.

	S	D	
London Marathon 22 April 2018	S	D	London Marathan 22 April 2017
Chelsea Flower Show 22-26 May 2018	S	D	Chelsea Flower Show 22-26 May 2018
17th June 2018 Father's Day	S	D	17th June 2017 Father's Day
25-27 August Notting Hill Carnival	S	D	25-27 August Notting Hill Carnival
Pancake day is on 13 February 2018	S	D	Pancake day is on 13 February 2018
11 November Armistice Day	S	D	11 November Armistice Day
St. Patrick's Day 17 March 2018	S	D	St. Partrick's Day 17 March 2018
1st April – April Fool's Day	S	D	1st April – April Fool's Day
British Summer Time Ends 28 October	S	D	British Sumner Time Ends 28 October
Reducing the Cost of Error 10 January	S	D	Reducing the Cost of Error 10 January
Royal Wedding Day 19th May 2018	S	D	Royal Wedding Day 18th May 2018
7 November 2018 Diwali	S	D	7 November Diwali
1st March St. David's Day	S	D	1st March St. David's Day
Grand National April 14th 2018	S	D	Grand National April 14th 2081
May 19th 2018 FA Cup Final	S	D	May 19th 2018 FA Cup Final
23 April 2018 St. George's Day	S	D	23 April 2018 St. George's Day
Ms Meghan Markle	S	D	Ms Meghen Markle
Ash Wednesday 1st March	S	D	Ash Wednseday 1st March
May 27 F1 Grand Prix (Monaco)	S	D	May 27 F1 Grand Prix (Monacco)
July 7-29 Tour de France 2018	S	D	July 7-29 Tour de France 2018
The Boat Race 24th March 2018	S	D	The Boat Race 24th March 2018
Guy Fawkes Night 5th November	S	D	Guy Fawkes Night 5th November
30th November 2018 St. Andrew's Day	S	D	30th November 2018 St. Andrew's Day
An Introduction to Accuracy 12th April	S	D	An Introduction to Accuracy 12th April
Christmas Day 25th December 2018	S	D	Christmas Day 25th Decenber 2018

	S	D		
London Marathon 22 April 2018	S	✓	London Marathan 22 April 2017	o not a / 8 not 7
Chelsea Flower Show 22-26 May 2018	✓	D	Chelsea Flower Show 22-26 May 2018	
17th June 2018 Father's Day	S	✓	17th June 2017 Father's Day	8 not 7
25-27 August Notting Hill Carnival	✓	D	25-27 August Notting Hill Carnival	
Pancake day is on 13 February 2018	✓	D	Pancake day is on 13 February 2018	
11 November Armistice Day	✓	D	11 November Armistice Day	
St. Patrick's Day 17 March 2018	S	✓	St. Partrick's Day	Extra r
1st April – April Fool's Day	✓	D	1st April – April Fool's Day	
British Summer Time Ends 28 October	S	✓	British Sumner Time Ends	m not n
Reducing the Cost of Error 10 January	✓	D	Reducing the Cost of Error 10 January	
Royal Wedding Day 19th May 2018	S	✓	Royal Wedding Day 18th May 20	9 not 8
7 November 2018 Diwali	S	✓	7 November Diwali	Missing 2018
1st March St. David's Day	✓	D	1st March St. David's Day	
Grand National April 14th 2018	S	✓	Grand National April 14th 2081	Transposition
May 19th 2018 FA Cup Final	✓	D	May 19th 2018 FA Cup Final	
23 April 2018 St. George's Day	✓	D	23 April 2018 St. George's Day	
Ms Meghan Markle	S	✓	Ms Meghen Markle	a not e
Ash Wednesday 1st March	S	✓	Ash Wednseday 1st March	Transposition
May 27 F1 Grand Prix (Monaco)	S	✓	May 27 F1 Grand Prix (Monacce)	Extra c
July 7-29 Tour de France 2018	✓	D	July 7-29 Tour de France 2018	
The Boat Race 24th March 2018	✓	D	The Boat Race 24th March 2018	
Guy Fawkes Night 5th November	✓	D	Guy Fawkes Night 5th November	
30th November 2018 St. Andrew's Day	✓	D	30th November 2018 St. Andrew's Day	
An Introduction to Accuracy 12th April	✓	D	An Introduction to Accuracy 12th April	
Christmas Day 25th December 2018	S	✓	Christmas Day 25th Decenber 2018	m not n

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 programme about capturing and checking information accurately. 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 Consultation

A free consultation enables you to explore how the accuracy techniques work and the typical cost savings and productivity gains you can expect to achieve. Pick up some useful advice on how accuracy skills training relates to the work your people do and how you can take advantage of proven methodologies for reducing error and boosting efficiency. We're happy to chat with you on an informal basis, so please contact us and ask for a free consultation.

Find out more from the experts in accuracy skills.
Call +44(0)1638 723590 or email accuracy@scottbradbury.co.uk