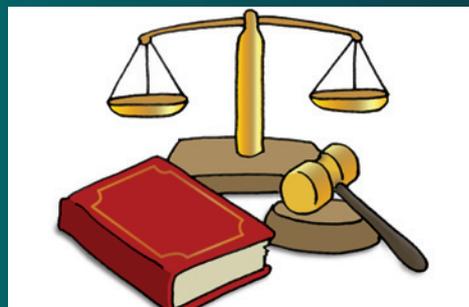


# Accuracy skills training for the **legal** sector

Accuracy skills training is amongst the **quickest, most efficient performance improvements you can make to your operations – and it's proven to work.**



## Working for the legal sector

Data accuracy is essential for law firms. Handling client information and important documents requires outstanding attention to detail and document checking skills. Since 2003, our flagship *Developing an Eye for Accuracy* in-house training programme has been proven to save money and boost productivity for our clients in the legal sector. Results from the last five most recent courses delivered within this sector (up to September 2018), show a saving per participant per annum of £1,805. This is purely the value of the time saved through making fewer errors. Think also of the savings from fewer fines or compensation payments!

## Measurable results

Participants complete pre-course and post-course assessments which track their reduction in errors. Follow-up resources and assessments in the months after the training help your people sustain what they have learnt.

## What the results show

The typical pre-course error rate for the legal sector is 3.08% – slightly above the national average. This means an error occurs in 3.08 of every 100 transactions. Organisations can spend 18-20% of their people's salary bill on making, finding and correcting mistakes. The cost of the wasted time is equivalent to employing your own 'Error Department'.

Results from the last five courses:

Pre-course error rate

**3.08%**



Wasting **£4,048** per person per annum

Post-course error rate

**1.45%**



Saving **£1,805** per person per annum

## *Developing an Eye for Accuracy*

Return on investment

**SAVE £1,805\***  
per person per annum

\*This figure is based on results from 65 participants in the legal sector, working an average of 37.5 hours a week and on a salary of £22,000

**Reduction in errors of 53%**

(range was 8%-68%)

Measured in the post-course assessment

**Ask for a demo**

Book a free, no obligation demonstration at your premises.

## Who is the course for?

*Developing an Eye for Accuracy* is for people who spend 25% or more of their day handling data. This includes job titles such as:

- Accounts Payable Assistant
- Business Support Administrator
- Case Handler
- Communications Administrator
- Credit Controller and Supervisor
- Data Analyst
- Document Producer and Specialist
- Filing and Scanning Clerk
- IT Support Analyst
- Legal Cashier
- Payroll Specialist and Manager
- Pensions and Rewards Officer
- Recruitment Administrator and Manager
- Revenue Assistant and Controller
- Senior Administrator
- Workflow Co-ordinator.

## Types of data:

- Budget codes
- Client balances
- Client matter numbers
- Client names
- Dates
- Email addresses
- HR cost codes
- Invoice numbers
- Monetary figures
- Postal addresses
- Purchase order numbers
- Recruitment statistics
- Reference numbers
- Salaries and taxes
- Settlement monies
- Solicitor references.

## Skills developed:

- Accurate data transfer
- Attention to detail
- Concentration
- Checking
- Consistency.

## Ask for a demo

Book a free, no obligation demonstration at your premises.

### Accuracy training will work for you

Imagine reducing your people's mistakes by 53%, meaning they are:

- More efficient and productive – getting more done correctly in the time available
- Dealing with fewer complaints – providing excellent customer service, not fire fighting
- Less stressed – needing to do much less re-work and feeling positive about their role.

### Meet our accuracy experts



Catherine de Salvo  
Director



Alice Hubbard  
Senior Account Manager

### Experience accuracy training in action

The best way to assess the value of accuracy skills training is to participate in a demonstration at your offices. It's an informal, lively presentation punctuated by practical activities designed to get you involved in thinking about the subject of accuracy and the consequences of errors. We'll look at examples of how other similar organisations have benefited, details of cost and delivery, and there will be plenty of time for questions. You'll learn:

- Why all human beings make mistakes
- Insights into 'the three Cs' of Accuracy: Checking, Consistency and Concentration
- How much errors are currently costing you
- How the *Developing an Eye for Accuracy* techniques relate to the work your people do
- Tips for reducing error
- How the training is delivered and what you can expect to achieve
- How to sustain accuracy improvements back in the workplace.



**Measurable results**



**Proven to work**



**Relevant to the legal sector**



[www.accuracyprogramme.co.uk](http://www.accuracyprogramme.co.uk)

+44 (0)1638 723590 | [accuracy@scottbradbury.co.uk](mailto:accuracy@scottbradbury.co.uk)

