



Virtual Workshop

Developing an Eye for Accuracy

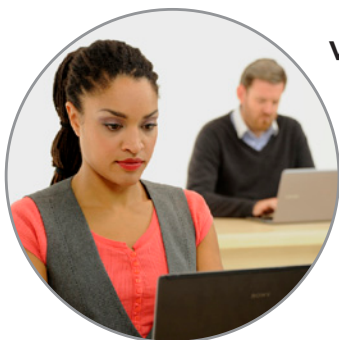
Working accurately means you are more efficient and productive. And it means you get more done without feeling stressed.

This virtual workshop is about learning and practising proven data handling techniques to get it right first time, every time. It combines the content of our popular face-to-face delivered programme with the added flexibility of participating online from any location.

The takeaway accuracy techniques are the same but instead of using a pen and paper, participants practise their accuracy skills on their keyboards using a specially prepared e-Participant Manual.



Participants engage in practical activities

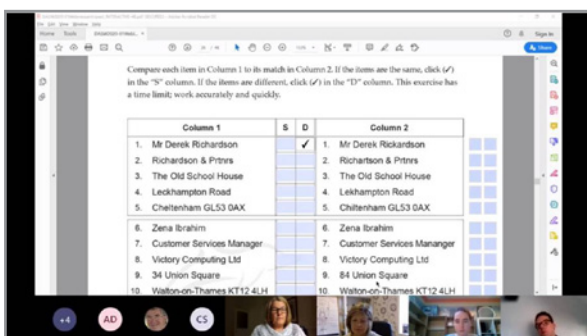


Virtual workshop objectives

- To measurably improve data accuracy (participants complete pre- and post-workshop assessments)
- To increase concentration and attention-to-detail skills
- To know and be able to apply accuracy techniques for different types of data
- To boost efficiency and productivity when processing and checking information.

Work accurately with:

- Strings of digits
- 'Punctuated' data
- Names and addresses
- Alphanumerics
- 'Clustered' data
- Email addresses.



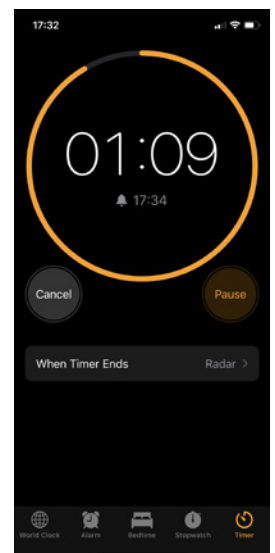
Participants tackle an address checking activity

Work at the optimum speed for accuracy

It's possible to work quickly as well as accurately.

Participants time their activities and track their accuracy against their 'optimum speed'.

They learn how to 'superconcentrate' and how to check their work.



Participants time their work



Virtual Workshop

Who's it for?

The virtual workshop is relevant to people who read, check or transfer data in their job.

Typically, participants work in business services, sales, customer service, finance, operations, procurement, HR and all administrative support roles.

Participants should be comfortable communicating online.



Each workshop participant receives:

- Pre- and Post-workshop assessments
- Assessment results with written personal feedback
- Interactive e-Participant Manual
- Tips Guide pdf summarising key learning points
- 3 months access to the Accuracy Video Learning Pathway (6 online videos plus downloadable guides)
- Access to fun, monthly interactive accuracy tests.

What about the technology?

Access to a modern computer fitted with a webcam, microphone and speakers is required for each participant. The use of headphones is also recommended. We use standard virtual meeting software. Our online pre-workshop test session checks everything is working as it should be.

Our short, online pre-workshop questionnaire, helps our trainer to relate the learning messages specifically to the work your people do.

We use specially prepared interactive password-protected pdfs, which are supplied for you to distribute to the participants in advance of the workshop.

Participants are asked to bring their smartphones to use at the end of the workshop.

How long?

2 x 3.5 hour sessions (total: 7 hours)
09.00 – 12.30 on consecutive days, or as required.

How many?

16 participants per virtual workshop.

What's included?

Assessments, e-Participant Manual, personal feedback, interactive monthly tests and access to online accuracy skills videos.



Try our free virtual workshop taster session (30 minutes) to experience it for yourself!

Call **01638 723590** and ask for Alice
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