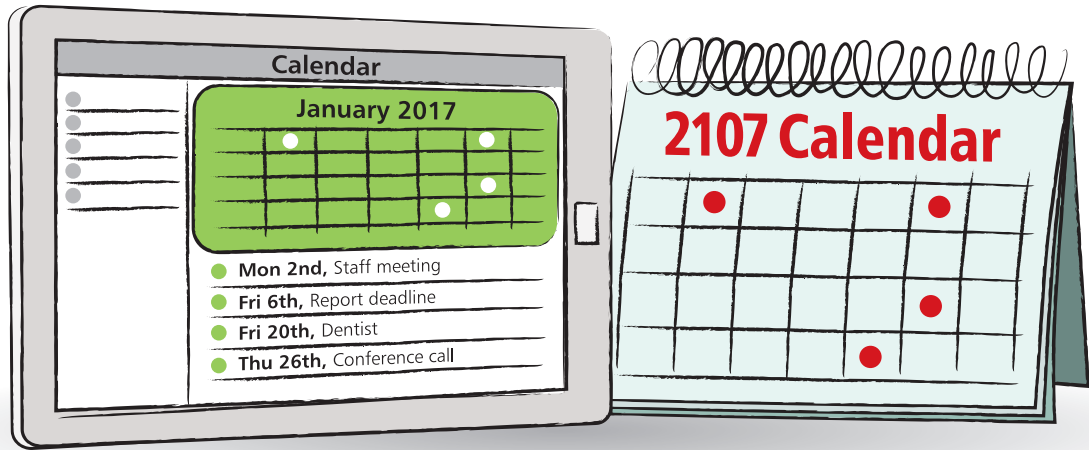


Developing an Eye for Accuracy



Preventing transpositions and other errors in 2017

2017

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25



AccuracySkills
from ScottBradbury

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Developing an Eye for Accuracy **2017**

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.

London Marathon 23 April 2017	S	D	London Marathan 23 April 2017
Chelsea Flower Show 23-27 May 2017	S	D	Chelsea Flower Show 23-27 May 2017
18 th June 2017 Father's Day	S	D	16 th June 2017 Father's Day
27-28 August Notting Hill Carnival	S	D	27-28 August Notting Hill Carnival
Pancake day is on 28 February 2017	S	D	Pancake day is on 28 February 2017
11 November Armistice Day	S	D	11 November Armistice Day
St. Patrick's Day 17 March 2017	S	D	St. Partrick's Day 17 March 2017
1 st April – April Fool's Day	S	D	1 st April – April Fool's Day
British Summer Time Ends 29 October	S	D	British Sumner Time Ends 29 October
Reducing the Cost of Error 22 February	S	D	Reducing the Cost of Error 22 February
Inauguration Day USA 20 th January	S	D	Inaugaration Day USA 20 th January
19 October 2017 Diwali	S	D	19 October Diwali
1 st March St. David's Day	S	D	1 st March St. David's Day
Grand National April 8 th 2017	S	D	Grand National April 8 th 2107
May 27 2017 FA Cup Final	S	D	May 27 2017 FA Cup Final
23 April 2017 St. George's Day	S	D	23 April 2017 St. George's Day
French Presidential Election 23 April	S	D	French Presidential Electrion 23 April
Ash Wednesday 1 st March	S	D	Ash Wednseday 1 st March
May 29 F1 Grand Prix (Monaco)	S	D	May 29 F1 Grand Prix (Monacco)
July 1-23 Tour de France 2017	S	D	July 1-23 Tour de France 2017
Head of the River (Rowing) 25 March	S	D	Head of the River (Rowing) 25 March
Guy Fawkes Night 5 th November	S	D	Guy Fawkes Night 5 th November
30 th November 2017 St. Andrew's Day	S	D	30 th November 2017 St. Andrew's Day
Reducing the Cost of Error 17 th May	S	D	Reducing the Cost of Error 17 th May
Christmas Day 25 th December 2017	S	D	Christmas Day 25 th Decenber 2017

Developing an Eye for Accuracy 2017

London Marathon 23 April 2017	S	✓	London Marath an 23 April 2017	o not a
Chelsea Flower Show 23-27 May 2017	✓	D	Chelsea Flower Show 23-27 May 2017	
18 th June 2017 Father's Day	S	✓	16 th June 2017	8 not 6
27-28 August Notting Hill Carnival	✓	D	27-28 August Notting Hill Carnival	
Pancake day is on 28 February 2017	✓	D	Pancake day is on 28 February 2017	
11 November Armistice Day	✓	D	11 November Armistice Day	
St. Patrick's Day 17 March 2017	S	✓	St. Par trick's Day	Extra r
1 st April – April Fool's Day	✓	D	1 st April – April Fool's Day	
British Summer Time Ends 29 October	S	✓	British Sum ner Time Ends	m not n
Reducing the Cost of Error 22 February	✓	D	Reducing the Cost of Error 22 February	
Inauguration Day USA 20 th January	S	✓	Inaugur ation Day	u not a
19 October 2017 Diwali	S	✓	19 October Diwali	Missing 2017
1 st March St. David's Day	✓	D	1 st March St. David's Day	
Grand National April 8 th 2017	S	✓	Grand National April 8 th 2107	Transposition
May 27 2017 FA Cup Final	✓	D	May 27 2017 FA Cup Final	
23 April 2017 St. George's Day	✓	D	23 April 2017 St. George's Day	
French Presidential Election 23 April	S	✓	French Presidential Elect ion 23 April	Extra r
Ash Wednesday 1 st March	S	✓	Ash Wedn es day 1 st March	Transposition
May 29 F1 Grand Prix (Monaco)	S	✓	May 29 F1 Grand Prix (Monac o)	Extra c
July 1-23 Tour de France 2017	✓	D	July 1-23 Tour de France 2017	
Head of the River (Rowing) 25 March	✓	D	Head of the River (Rowing) 25 March	
Guy Fawkes Night 5 th November	✓	D	Guy Fawkes Night 5 th November	
30 th November 2017 St. Andrew's Day	✓	D	30 th November 2017 St. Andrew's Day	
Reducing the Cost of Error 17 th May	✓	D	Reducing the Cost of Error 17 th May	
Christmas Day 25 th December 2017	S	✓	Christmas Day 25 th Decem ber 2017	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 core training programme. 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 Demonstration

A free demonstration shows how the accuracy techniques work and the typical cost savings and productivity gains you can expect to achieve. We also share tips for building an internal accuracy culture where people are motivated to get it right first time, every time.

Find out more from the experts in accuracy skills.

Call +44(0)1638 723590 or email accuracy@scottbradbury.co.uk