

# One-day Accuracy Skills



This one-day practical workshop is for people who want to improve their attention to detail and not make mistakes in their everyday tasks. Participants are introduced to accuracy fundamentals and learn how to apply key principles for error-free working.

## **Course objectives are to:**

- Introduce and implement basic accuracy skills
- Mitigate the causes of error
- Improve document checking skills
- Develop concentration skills.

All human beings make mistakes. The good news is that all human beings can develop practical skills to overcome the natural barriers to accuracy. In this introduction to accuracy skills, participants learn a variety of techniques to enable them to handle information and complete tasks correctly, even when working under pressure.

'Attention to detail' is a key requirement in many job roles and this fun, practical workshop reveals how to manage distractions and how to work accurately with documents and emails.

Capturing, checking and communicating information accurately is essential for efficient operations. Participants learn simple data accuracy techniques for handling numbers and alphanumerics correctly.

Key themes in the workshop include:

## **Why mistakes happen and what they cost**

Mistakes occur because of the way we function as human beings – the way our eyes and brain co-ordinate and the way we react under stress can result in 'silly' mistakes. An error that takes a few seconds to make often has long-lasting, expensive repercussions. Participants learn about the causes of mistakes, so they can take steps to prevent them, and how to quantify the cost of error in their own organisation.

## **Developing an accuracy mind-set**

Being alert to the possibility of error and developing a sense of 'present-mindedness' means that mistakes are less likely to slip by unnoticed. Participants learn practical techniques and structured methodologies for checking their work and for adopting an accuracy mind-set, so they get it right first time.

## **Managing time for accurate outcomes**

People don't think clearly when they feel stressed and overwhelmed. That's when tasks get forgotten and things go wrong. Participants learn how to use time productively and efficiently, so they are focused on the tasks that need to take priority. 'The day starts here' technique is an example of this.

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## Course structure

*One-day Accuracy Skills* is an open course held in London and Manchester. The workshop introduces participants to the fundamentals of accuracy skills and improves their personal effectiveness.

Topics covered in the one-day workshop:

### Morning session

- Importance of learning from mistakes
- The cost of mistakes
- Why mistakes happen
- Dealing with distractions
- How to 'SuperConcentrate'
- Present-mindedness.

### Afternoon session

- How to check documents
- Design checklists for accuracy
- Managing time for accurate outcomes
- A mind-set for accuracy
- Take an accuracy test!
- Three takeaways to implement.

## Course benefits

Participants:

1. Practise techniques for preventing mistakes in documents, numbers, and names and addresses
2. Learn how to manage distractions and remain focused
3. Understand the importance of 'structured checking'
4. Devise effective checklists for avoiding mistakes
5. Benefit from time management techniques to prevent oversight and error.

## Course fee and delivery

**Duration:** One-day open workshop (09:00 – 16:00 with one hour lunch break).

**Number of participants:** Up to 20 per workshop.

**Delivered by:** An experienced Accuracy Consultant.

**Venue:** Delivered in venues in London and Manchester (details sent with joining instructions).

**Dates:** for current dates and availability please go to: [www.accuracyprogramme.co.uk](http://www.accuracyprogramme.co.uk)

**Delivery fee:** £395 + VAT. Payable by credit card.

Fee includes all course materials and on-going monthly tests on request.

## More information

Please call 01638 723590 or email [accuracy@scottbradbury.co.uk](mailto:accuracy@scottbradbury.co.uk)

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



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