

# Developing an Eye for Accuracy *Mistakes too close to home?*

Kitchen, Study, Lounge, Spare room	✓	D	Kitchen, Study, Lounge, Spare room	
0900-1700	✓	D	0900-1700	
Out of the Office	S	✓	Out off the Office	Extra f
Zoom meeting at 0900	S	✓	Zoom meeting at 0930	0 not 3
300Mb/s High speed broadband	S	✓	300Mb/s High	Extra 0
Regular conference calls	✓	D	Regular conference calls	
Get dressed and clear your workspace	✓	D	Get dressed and clear your workspace	
Flexible working practices	S	✓	Flexible working practises	c not s
Mobile Number: 07932 005843	S	✓	Mobile Number: 07932 008543	Transposition
Take regular breaks	✓	D	Take regular breaks	
Wear what you like	✓	D	Wear what you like	
Virtual Team Meeting 1500-1630	✓	D	Virtual Team Meeting 1500-1630	
Telephone Number 01638 723590	S	✓	Telephone Number 01638 728590	3 not 8
Online Order Number: 658YTH652	S	✓	Online Order Number: 658YTH562	Transposition
Set structured goals	✓	D	Set structured goals	
Reliable internet connection	✓	D	Reliable internet connection	
Microsoft Teams, Zoom, GoToMeeting	S	✓	Microsoft Teams, Zoom, GoToMeeting	Extra 0
Email: sally.kitchen@home.com	S	✓	Email: sallykitchen@home.com	Missing .
Conference call reference: 2920967968	✓	D	Conference call reference: 2920967968	
Supermarket delivery slot: 09:00-10:00	✓	D	Supermarket delivery slot: 09:00-10:00	
Home postcode: CB7 5LL	S	✓	Home postcode: CB7 5LL	5 not S
Get out for a walk once a day	✓	D	Get out for a walk once a day	
Use the phone to talk to colleagues	S	✓	Use the phone too talk to colleagues	Extra o
Virtual meeting running time 38 mins	✓	D	Virtual meeting running time 38 mins	
Rescheduled date: 30.09.2020	S	✓	Rescheduled date: 30.09.2020	Missing .

# How did you do?

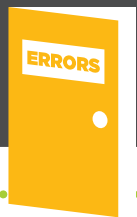
There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That's 20 errors every hour and 140 errors in a seven-hour day. It's easy to see how it mounts up.

## What does it mean?

Our results from the ten most recent courses delivered show participants have an average error rate of 3%. We find people typically spend 19% of their time making, finding and fixing those mistakes. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

**That's 19% of your company's salary bill**

It's like employing your own error department!



Results show a 57% reduction in errors!

**That's £1,932 saved per person per year**



## Proven to work

Since 2003 we have been working with organisations across the UK to improve people's accuracy skills. The training improves the quality of your operations, delivers cost-saving gains and increases productivity. Typically, our participants achieve a 57% reduction in errors. A return on investment saving is calculated through the value of time saved through making fewer errors. The typical saving is £1,932 per person per year. Think also of the savings from fewer fines, fewer compensation payments and improved reputation!

## Which workshop is best for you?

### *Developing an Eye for Accuracy*

Our flagship in-house workshop for people who work with data and information

### *Accurate Written Communication*

Our interactive in-house workshop for people who work with documents and emails

### *Preventing Mistakes at Work*

Our practical in-house workshop for reducing the incidence of 'silly' human error

### *One-day Accuracy Skills*

Our open workshop for individuals seeking to improve their attention to detail



## Contact us for a demo

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

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**ScottBradbury**

Get it right. Do it better.

**Where do we get our facts and figures from?** The results are taken from the last ten *Developing an Eye for Accuracy* workshops delivered. The average salary of the participants is £22,000 (working 37.5 hours per week). Figures last updated September 2019.