

Developing an Eye for Accuracy



Working on getting it right first time, every time

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy documents and office correspondence

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.

Mrs Catherine Murray	S	D	Mrs Christine Murray
D.O.B. 22/12/1993	S	D	D.O.D. 22/12/1993
Suite 6, Whitehorn Tower	S	D	Suite 6, Whitehorn Tower
666 Greater Derry Street	S	D	66 Greater Derry Street
Start date: 3 rd August 2015	S	D	Start date: 3 rd August 2015
Please reply to: Ms Lynn Kelly	S	D	Please reply to: Ms Lynn Kelly
Lyndon House	S	D	Lindon House
Mr Gordon Winehouse	S	D	Mr Gordon Whinehouse
Holiday entitlement: 28 days	S	D	Holliday entitlement: 28 days
Operations Manager	S	D	Operations Manger
Contact telephone: 01624 998661	S	D	Contact telephone: 01624 998661
Yours sincerely	S	D	Yours sincerely
Project reference ABJ/998	S	D	Project reference ABJ/998
For circulation to all dept. heads	S	D	For ciculation to all dept. heads
Date of meeting: 8 July 2017	S	D	Date of meeting: 8 July 2017
Location: Windsor Room, 3 rd floor	S	D	Location: Windsor Room, 3 rd floor
IM1 1EU	S	D	IM1 1EV
20 Hill Street	S	D	20 Hill Street
Email catherine@scottbradbury.co.uk	S	D	Email catherine@scotbradbury.co.uk
Ref: AGH/300515	S	D	Ref: AGH/300515
Customer service review	S	D	Customer service review
Job vacancy: Investment Administrator	S	D	Job vacancy: Investment Administrator
Closing date: 5 th June 2018	S	D	Closing data: 5 th June 2018
Signed on behalf of	S	D	Signed on behalf of
12 month contract	S	D	12 month contact

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

+44 (0)1638 723590

accuracy@scottbradbury.co.uk

Alice Hubbard

Senior Account Manager, Scott Bradbury Limited.



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.

Developing an Eye for Accuracy documents and office correspondence

Mrs Catherine Murray	S	✓	Mrs Christine Murray	Catherine not Christine
D.O.B. 22/12/1993	S	✓	D.O. B : 22/12/1993	B not D
Suite 6, Whitehorn Tower	✓	D	Suite 6, Whitehorn Tower	
666 Greater Derry Street	S	✓	66 Greater Derry Street	Missing 6
Start date: 3 rd August 2015	✓	D	Start date: 3 rd August 2015	
Please reply to: Ms Lynn Kelly	✓	D	Please reply to: Ms Lynn Kelly	
Lyndon House	S	✓	Linden House	y not i
Mr Gordon Winehouse	S	✓	Mr Gordon Whine house	Extra h
Holiday entitlement: 28 days	S	✓	Hollid ay entitlement	Extra l
Operations Manager	S	✓	Operations Man ager	Missing a
Contact telephone: 01624 998661	✓	D	Contact telephone: 01624 998661	
Yours sincerely	✓	D	Yours sincerely	
Project reference ABJ/998	✓	D	Project reference ABJ/998	
For circulation to all dept. heads	S	✓	For circ ulation to	Missing r
Date of meeting: 8 July 2017	✓	D	Date of meeting: 8 July 2017	
Location: Windsor Room, 3 rd floor	✓	D	Location: Windsor Room, 3 rd floor	
IM1 1EU	S	✓	IM1 1E V	U not V
20 Hill Street	✓	D	20 Hill Street	
Email catherine@scottbradbury.co.uk	S	✓	Email catherine@scott brad	Missing t
Ref: AGH/300515	✓	D	Ref: AGH/300515	
Customer service review	✓	D	Customer service review	
Job vacancy: Investment Administrator	✓	D	Job vacancy: Investment Administrator	
Closing date: 5 th June 2018	S	✓	Closing dat e : 5 th June 2018	e not a
Signed on behalf of	✓	D	Signed on behalf of	
12 month contract	S	✓	12 month cont act	Missing r