Accuracy & Attention to Detail

Our Accuracy & Attention to Detail course addresses the way we see and process information. There are obstacles to accuracy in the workplace. This course will identify errors, the causes of errors and assist learners in forming an action plan to address them. The course also improves efficiency by reducing errors in the workplace and the time needed to resolve them.

This course has been delivered in many sectors including; Education, Law, Accounting and Civil Engineering. It will benefit Managers, Team Leaders and Supervisors or any level of employee whose work requires a high level of accuracy.

Course Content:

The course will cover the following learning outcomes:

- Recognise how we make common errors
- Identify our personality types and how this influences the mistakes we make
- Understanding the impact of making mistakes and errors
- Use our learning outcomes & tips to put together a personal development plan to improve our accuracy and attention to detail

Test of knowledge

This course does not include a test as the learning outcomes will be met through group discussions and exercises throughout the course.

On successful completion of this course, Learners will be issued with a certificate of attendance.

Duration:
1day