



Presented by
Management Forum

How to Improve Accuracy and Attention to Detail

5 June 2025
+ 6 October 2025

Understand the importance of accuracy and attention to detail in day-to-day work and overcome the distractions of home working



Format:
Live online



CPD:
6 hours for your records



Certificate of
completion

Course overview

Carrying out complex tasks within fast-paced and highly regulated organisations requires accuracy and close attention to detail. Errors can not only be time consuming but also costly to rectify.

In this hands-on practical course, you will learn what influences the likelihood of errors occurring and how to develop practical skills to overcome the natural barriers to accuracy. The course will help you improve your attention to detail by using some essential planning and attention-improving techniques. The programme is highly participative, combining the presentation of theory with sharing experiences and individual and group exercises.

Key benefits of attending:

- **Master** techniques to improve accuracy and attention to detail in day-to-day work
- **Understand** the psychology of attention and accuracy
- **Learn** how to improve attention span and accuracy
- **Discuss** how to improve focus and concentration to enhance performance

Programme

Improving accuracy and attention

- Understanding the impact of making mistakes and errors
- Discussion of common errors and what influences the likelihood of errors occurring
- Root cause factors that influence our ability to pay attention
- Sharing of examples of common errors and techniques to help stay focused

Brief overview of the psychology of attention

- Review the different theories of attention to maximise your focus
 - The capacity theory
 - The mental bottleneck (filter) theory
 - Selective attention
- Analyse the personality traits and styles which influence how we work and the type of mistakes we make
- The multi-tasking myth
- Diagnostic for assessing attention to detail

Techniques, tips and tools to help reduce errors in working

- Discuss and practise techniques to improve accuracy and reduce errors
- Improving proof reading and errors transcribing and checking numbers
- How to develop a range of skills and approaches to improve accuracy levels – maximise your performance and concentration
- Exercises to improve attention fitness – practise improving attention span using brain games/training

Action planning

- Identification of your personal areas of strength and areas for improvement following the course
- How you will apply these in the workplace

Presenter



Laura Brown

Dr Laura Brown is a management consultant and psychologist in the highly regulated pharmaceutical and legal industries, where she has worked with numerous leading organisations including Cranfield School of Management and most of the top 20 pharma/biotechnology companies.

She is also the Course Director of a pharmaceutical MSc at the University of Cardiff. Besides a PhD and an MBA, Laura also has a degree in psychology and is co-author of several management books including 'Developing the Individual'.

Course dates

5 June 2025

Live online

09:30-17:00 **UK (London)** (UTC+01)

Course code 14737

GBP **599**

EUR **839**

USD **959**

6 October 2025

Live online

09:30-17:00 **UK (London)** (UTC+01)

Course code 14976

GBP **499** ~~599~~

EUR **699** ~~839~~

USD **803** ~~959~~

Until 01 Sep

How to book



Online:

ipi.academy/2197

Alternatively contact us to book, or if you have any queries:



Email:

info@ipiacademy.com



Phone:

[+44 \(0\)20 7749 4749](tel:+442077494749)

Discounts

- Booking more than one delegate on any one date qualifies for a **15% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note

IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions

The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews



The webinar was very interesting as it was a good mix of exploring different theories on attention, how it can be utilised in the best way and practical exercises which I will continue to implement as they are useful for me in achieving my goals.



Andrew Hernandez
Operations & Client Services Executive
Falconbury
Feb 13 2024



Learn how to help people improve their attention to detail and how to assess how much help a person needs and it was covered to some extent.



Carla Alcobia de Araujo
Analytical Training Team Leader
Almac Sciences
Jun 10 2024



The presentation was great as was Laura.



Cheryl Tomkinson
Cancer Services PA
NHS
Feb 13 2024



Very good course.



Ioanna Chatzianni
Clinical Risk Management Associate
Orion Pharma UK
Oct 13 2023

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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