Personal Development

An Eye for Detail

Course Details

Price

£235.00

CPD Points

3.50

Length

Half day (09:00-12:30)

Course Overview

Some people seem to have a natural 'eye for detail.'

This course will show that the mindset and skills associated with detailed ways of working can be learned by everyone and applied in the workplace. Completing tasks with attention to detail will not only increase your productivity and efficiency but also assist your team members and the organisation that you work for.

Content

- Understand your learning style and the pros and cons of each strategy in working accurately and productively
- Benchmarking: a model to aim for in-order to be accurate
- Effective organisation skills and time management to produce your best work
- Effective communication skills and the importance of seeking feedback

- Strategies for reviewing and proofreading your work
- How AI may help or hinder accuracy
- The mindset of the worker with attention to detail
- What are your strengths? What could you do better in terms of an eye for detail? Importance of asking for feedback

Benefits

Quality matters more than ever, yet we find ourselves making mistakes owing to the ever increasing need to work within tight timeframes. Getting it right first time will enhance your reputation, save time and improve your professional competence. Enhance your skills to position yourself for success.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Peter Le Cheminant

Peter Le Cheminant is Guernsey born. He attended university in Winchester and developed his career as an English teacher over a 17 year period in the UK. Peter then returned to Guernsey in 1990 to take up a senior post at Les Beaucamps High School. Peter became headteacher of the school in 1992 and steered the organisation through many changes as well as playing a major role in the Project Team that was responsible for building an award winning new campus. After many years in a high profile leadership position Peter left his post in August 2014 and since then has taken up a second career working as a learning and development consultant mainly in the local

finance sector. Peter also has a professional qualification in Executive Coaching from the University of the West of England and he is able to provide additional coaching for individuals if requested.