Training Course Specification

Course Title	Computer and Office Safety Training
Course Description	This course focuses on promoting safety in office environments, with an emphasis on safe computer usage, ergonomics and workplace hazards. Participants will learn practical strategies to prevent common office injuries, ensure proper computer setup and reduce risks associated with prolonged sitting and repetitive tasks.
Course Duration	2 hours
Max no of participants	12
Who should attend	Employees working in an office environment
Pre-requisites	N/A
Course Content	• Understand common office hazards and how to mitigate them • Set up ergonomic workstations to reduce discomfort and injury • Implement safe computer usage practices • Follow best practices for electrical and fire safety in the office • Develop habits to promote overall workplace health and productivity
Assessments	Delegates will be continuously assessed throughout the course, to ensure they have met the learning outcomes. Learning objectives are also reinforced through written answers.
Course Costs	TBA – Quote upon request

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