

**Workplace Essentials**

# Office Health and Safety

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSD3005**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**[Register for this Course](#)[View Online Course Page](#)

## Course Overview

Productivity of a company begins with the health of its employees. While it is not always possible to eliminate sickness, with the proper tools, reducing the illness and its effects can be within your reach.

With this course, you will obtain what it takes to keep yourself and co-workers healthy.

## Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.

**At the end of this workshop, participants should be able to:**

- Identify common illnesses
- Understand how they spread
- Recognize symptoms
- Apply treatment and prevention techniques
- Establish an Emergency Response Plan

# Course Outline / Curriculum

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## **Module One: Getting Started**

- Workshop Objectives

## **Module Two: Common Winter Illnesses I**

- Cold
- Cold Sores
- Influenza
- Pneumonia
- Case Study
- Module Two: Review Questions

## **Module Three: Common Winter Illnesses II**

- Conjunctivitis
- Sore Throat
- Strep Throat
- Norovirus / Viral Gastroenteritis
- Case Study
- Module Three: Review Questions

## **Module Four: Cold / Cold Sores**

- How It Spreads
- Symptoms
- Treatment
- Prevention
- Case Study
- Module Four: Review Questions

## **Module Five: Influenza**

- How It Spreads
- Symptoms
- Treatment
- Prevention
- Case Study
- Module Five: Review Questions

## **Module Six: Pneumonia**

- How It Spreads
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Symptoms

- Treatment
- Case Study
- Module Six: Review Questions

### **Module Seven: Sore Throat / Strep Throat**

- How It Spreads
- Symptoms
- Treatment
- Prevention
- Case Study
- Module Seven: Review Questions

### **Module Eight: Norovirus / Viral Gastroenteritis**

- How It Spreads
- Symptoms
- Treatment
- Prevention
- Case Study
- Module Eight: Review Questions

### **Module Nine: Keeping Your Office Clean**

- Dusting
- HEPA Filters
- Disinfecting Surfaces
- Daily Trash Disposal
- Case Study
- Module Nine: Review Questions

### **Module Ten: Stay/Go Home**

- Offer Paid Sick Days
- Early Release with Pay
- Alternative Work Days
- Work from Home
- Case Study
- Module Ten: Review Questions

### **Module Eleven: Emergency Response Plan (ERP)**

- Develop An ERP
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Communicate ERP

- Evaluate ERP
- Revise ERP
- Case Study
- Module Eleven: Review Questions

### **Module Twelve: Wrapping Up**

- Words from the Wise

## **Target Audience**

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## **Key Course Benefits**

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### **Work-Ready Skills**

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### **Better Institutional Results**

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### **Sponsor-Friendly**

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### **Professional Recognition**

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairobi,

Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flex

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Office Health and Safety
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

\_\_\_\_\_  
Signature / Stamp

\_\_\_\_\_  
Date