



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 25 January 2026 To 29 January 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

In today's fast-paced work environment, ensuring that office layouts are efficient and ergonomically sound is crucial for enhancing productivity and employee well-being. This 5-day professional course, "Office Layout and Ergonomics," will delve into the principles of designing workspaces that promote comfort, health, and efficiency. Participants will gain practical knowledge on how to assess and improve office ergonomics, learn about the latest trends in office design, and understand the impact of layout on employee satisfaction and performance.

- Understand the fundamentals of office ergonomics and layout design.
- Identify ergonomic risk factors and learn strategies to mitigate them.
- Learn to create office layouts that enhance productivity and collaboration.
- Gain the ability to assess and improve existing office environments.
- Stay updated with the latest trends and technologies in ergonomic office design.

## Course Outlines

### Day 1: Introduction to Office Ergonomics

- Overview of Ergonomics and its Importance in the Workplace
- Identifying Common Ergonomic Issues in Office Settings
- Benefits of an Ergonomic Workplace
- Understanding Ergonomic Principles
- Case Studies: Successful Ergonomic Implementations

### Day 2: Ergonomic Assessment and Risk Identification

- Conducting Ergonomic Assessments
- Tools and Techniques for Identifying Ergonomic Risks
- Analyzing Workspace Layout for Potential Improvements
- Developing an Ergonomic Improvement Plan
- Practical Exercise: Ergonomic Risk Assessment

### Day 3: Designing Ergonomic Office Layouts

- Principles of Effective Office Layout Design
- Balancing Aesthetics and Functionality
- Creating Collaborative and Private Spaces
- Incorporating Flexible and Adaptive Furniture
- Hands-on Workshop: Designing an Ergonomic Workstation

### Day 4: Implementing Ergonomic Solutions

- Choosing Ergonomic Furniture and Equipment
- Training Employees on Ergonomic Practices
- Overcoming Potential Challenges in Implementation
- Monitoring and Evaluating Ergonomic Interventions
- Interactive Session: Developing an Implementation Strategy

## **Day 5: Trends and Innovations in Office Ergonomics**

- Exploring New Technologies in Ergonomics
- The Role of Technology in Ergonomic Solutions
- Future Trends in Office Layout and Ergonomics
- Sustainability and Ergonomics: The Green Workspace
- Final Project: Presenting an Innovative Ergonomic Office Design