MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Workplace Essentials

Office Health and Safety

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

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD3005	**Online / Face-to-Face**	**Flexible**	**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

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
-

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

Key Course Benefits

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.

Organisation / Department	
Delegate Name(s)	
Approved Course	Office Health and Safety
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____