

# Office Ergonomics

## Introduction

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The "Office Ergonomics" training course was developed by a team of professionals who wanted to improve efficiency measures and respect for occupational health and safety standards. This 30-minute training course can be taken at any time.

## Description

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Ergonomics is primarily aimed at optimizing the overall performance of work and the well-being of individuals. Ergonomics must take into account physical, cognitive, social and environmental factors in order to provide recommendations on the environment and working methods. To avoid musculoskeletal disorders, it is important that your workstation meet your needs. Your body is not designed to sit for eight hours straight, so you have to move regularly during your shift. This training is for all regular and casual workers doing daily office work. It can be a secretary, a receptionist, a professional or any other worker who performs tasks that require special arrangements.

## Target Population

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This training course is intended for all regular and casual workers doing daily office work. It can be a secretary, a receptionist, a professional or any other worker who performs tasks that require special arrangements.

## Prerequisites

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There is no prerequisite for this training course. No other training or experience is required to take this training.

## Targeted Learning and Targets of Learning Modules

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Module 1	Introduction
Module 2	Adjusting the Workstation
	<ul style="list-style-type: none"><li>› Adjusting the chair and the mouse</li><li>› Adjusting the screens</li><li>› Adjusting paper documents</li></ul>
Module 3	Micro-Break
Module 4	Sit-Stand Workstation
Module 5	Conclusion

## Evaluation Method of Learning

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The development of the targeted competencies will be evaluated so as to ensure full understanding after each of the modules. To proceed to the next module, it is necessary to correctly answer all the questions of the module in progress. In the event of failure, you will have to take this module again. A series of questions in the form of true or false or multiple choice will be asked throughout the different modules. The success threshold is 100%.



### Note on integrity, plagiarism and fraud

Given the seriousness of the approach and given the importance of the knowledge gained through this training course, the team of OHStraining Inc. invites you to respect the integrity of the training and its questionnaires and suggests you to answer to the best of your knowledge, that is, without help and without plagiarism.

## Teaching and Learning Method

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This training course was created based on the skills training approach. This notion promotes not only the acquisition of knowledge, but also the integration of knowledge in practice. The learning method for this course is online training and focuses on interactivity, dynamism and self-learning. The training will be done at the pace of the learner and according to his/her availability.