



London TDM

Administration and Office Management Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 30 November 2025 To 04 December 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

This course on "Office Risk and Safety Management" aims to equip professionals with the knowledge and skills needed to create a safe working environment in an office setting. Participants will learn to identify, evaluate, and mitigate various risks while ensuring compliance with safety regulations. This comprehensive 5-day course offers both theoretical insights and practical applications tailored to meet modern workplace demands.

Objectives

- Understand the principles of office risk and safety management.
- Identify common hazards in the office environment and develop strategies to address them.
- Learn to implement and maintain effective safety management systems.
- Gain knowledge of legal and regulatory frameworks surrounding workplace safety.
- Develop skills to continuously improve safety practices and emergency preparedness.

Course Outlines

Day 1: Introduction to Office Risk Management

- Overview of Risk Management in an Office Environment
- Key Concepts and Terminologies
- Identifying and Assessing Potential Risks
- Roles and Responsibilities in Risk Management
- Case Studies: Effective Risk Management Practices

Day 2: Understanding Office Safety Regulations

- Overview of Office Safety Regulations and Standards
- Legal Obligations and Compliance Requirements
- Developing a Compliance Strategy
- Record Keeping and Reporting Practices
- Interactive Session: Office Safety Quiz

Day 3: Identifying and Mitigating Office Hazards

- Common Physical and Environmental Hazards
- Conducting Office Risk Assessments
- Strategies for Hazard Control and Prevention
- Creating a Safety-Conscious Culture
- Workshop: Hazard Identification and Risk Reduction

Day 4: Emergency Preparedness and Response

- Developing an Emergency Management Plan
- Training and Exercises: Preparing for Emergencies
- Crisis Communication and Coordination
- Business Continuity and Disaster Recovery Planning
- Simulation: Office Emergency Scenario

Day 5: Implementing and Evaluating Safety Management Systems

- Introduction to Safety Management Systems
- Tools and Techniques for Effective Implementation
- Monitoring and Evaluating Safety Performance
- Continuous Improvement and Best Practices
- Course Review and Assessment