Office Health, Safety and Emergency Preparedness Administration

Office Administration

Course Overview

Office Health, Safety and Emergency Preparedness Administration: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Office Health, Safety and Emergency Preparedness Administration
- Apply practical tools and techniques for Office Health, Safety and Emergency Preparedness Administration in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Office Health, Safety and Emergency Preparedness Administration in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

HSE managers and officers, operations and site managers, supervisors, safety representatives and anyone accountable for workplace safety.

Course Outline

1. Setting the scene: Office Health, Safety and Emergency Preparedness Administration in today's organisation
2. Key concepts and the language of Office Health, Safety and Emergency Preparedness Administration
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Office Health, Safety and Emergency Preparedness Administration with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Kigali	**$1,395**
9 to 13 Nov 2026	Cape Town	**$1,395**
23 to 27 Nov 2026	Lusaka	**$1,395**

30 Nov to 4 Dec 2026	Maputo	**$1,450**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.