ADMINISTRATION · SHORT COURSE

# Office Administrative Skills and Safety Management

This comprehensive 5-day short course is designed to equip participants with essential office administrative skills and safety management techniques.

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| DATES | 30 Nov – 4 Dec 2026 | DURATION | 5-day course |
| COURSE FEE | TZS 1,200,000 · per participant | VAT | Fee excludes VAT |
| VENUE | Arusha, Tanzania | DAILY HOURS | 8:30 AM – 4:30 PM |
| FEE INCLUDES | Course materials, lunch and refreshments | CERTIFICATE | Certificate of attendance |
| TRAINER | Elly International training team | APPLICATIONS | Open for applications |

## Overview

This comprehensive 5-day short course is designed to equip participants with essential office administrative skills and safety management techniques. In today's dynamic work environments, proficiency in office administration and safety protocols is crucial for ensuring smooth operations and mitigating potential risks. This course will cover a wide range of topics including office organization, communication skills, time management, and safety regulations to empower participants with the knowledge and tools needed to excel in their administrative roles while prioritizing safety in the workplace.

### Rationale

Office administrative skills are fundamental for effective office management and productivity. Additionally, safety management is vital for protecting employees, clients, and assets, as well as maintaining legal compliance. By combining these two critical areas into one short course, participants will gain a holistic understanding of their responsibilities and how to effectively fulfill them.

### Objectives

- Understand the role of office administration in organizational success.
- Develop effective communication and interpersonal skills.
- Implement time management techniques to enhance productivity.
- Familiarize with safety regulations and protocols applicable to the workplace.
- Learn to identify and mitigate common workplace hazards.
- Create an organized and safe work environment.

### Benefits

- Enhanced office administrative skills leading to improved efficiency and productivity.
- Increased awareness and compliance with safety regulations, reducing the risk of accidents and injuries.
- Improved communication and interpersonal skills for effective workplace interactions.
- Enhanced ability to prioritize tasks and manage time effectively.
- Empowerment to contribute to a safer and more organized work environment.

### Training Methodology

The training sessions will be conducted using a variety of interactive and participatory methods to engage participants and facilitate effective learning. These methods may include:

- Lectures to provide foundational knowledge and concepts.
- Discussions and case studies to encourage active participation and peer learning.
- Q&A sessions to address participant questions and concerns.
- Evaluation and feedback mechanisms to assess participant progress and satisfaction with the training program.

## Course content

**Day 1: Introduction to Office Administration**

- Role and Importance of Office Administration: This session will delve into the fundamental role of office administration in organizational success. Participants will learn how effective office administration contributes to smooth operations, increased productivity, and overall efficiency within an organization. The importance of administrative professionals as the backbone of the office will be emphasized.
- Basic Principles of Office Organization: Building on the previous session, this segment will focus on the principles of organizing an office space for optimal functionality. Topics covered will include file management, workspace organization, and maintaining cleanliness and orderliness in the office environment.
- Effective Communication Skills for Administrative Professionals: Communication is key in any administrative role. This session will explore essential communication skills such as active listening, clear verbal and written communication, and professional etiquette in various communication channels including phone, email, and in-person interactions.

**Day 2: Time Management and Organization**

- Techniques for Managing Time Effectively: Time management is critical for administrative professionals who often juggle multiple tasks and responsibilities. This session will introduce participants to various time management techniques such as prioritization, goal setting, and creating effective schedules to maximize productivity.
- Prioritizing Tasks and Responsibilities: Participants will learn how to identify and prioritize tasks based on urgency and importance. Strategies for delegating tasks when necessary and managing interruptions will also be discussed.
- Implementing Organizational Systems for Maximum Efficiency: This session will focus on establishing and maintaining organizational systems such as filing systems, task tracking methods, and digital tools for document management. Participants will learn how to streamline workflows and reduce clutter to improve efficiency.

**Day 3: Safety Management Fundamentals**

- Understanding Workplace Safety Regulations and Standards: This session will provide an overview of relevant workplace safety regulations and standards applicable to different industries. Participants will gain an understanding of their legal obligations and the importance of compliance in maintaining a safe work environment.
- Identifying Common Workplace Hazards: Participants will learn to recognize and assess common workplace hazards such as slips, trips, falls, ergonomic hazards, and hazardous materials. Strategies for hazard identification and risk assessment will be discussed.
- Developing Strategies for Accident Prevention: This session will focus on proactive approaches to accident prevention, including implementing safety protocols, providing training and education to employees, and promoting a culture of safety within the organization.

**Day 4: Safety Procedures and Protocols**

- Emergency Preparedness and Response: Participants will learn about emergency preparedness plans, including evacuation procedures, first aid protocols, and communication strategies during emergencies. Practical exercises and simulations may be used to reinforce learning.
- Implementing Safety Protocols in the Office Environment: This session will focus on implementing specific safety protocols and procedures relevant to the office environment, such as ergonomic best practices, fire safety measures, and equipment maintenance procedures.
- Conducting Safety Inspections and Risk Assessments: Participants will learn how to conduct safety inspections and risk assessments to identify potential hazards and ensure compliance with safety regulations. Practical guidance on documenting findings and implementing corrective actions will be provided.

**Day 5: Integrating Administrative Skills with Safety Management.**

- Balancing Administrative Duties with Safety Responsibilities: This session will explore the integration of administrative duties with safety management responsibilities. Participants will learn how to effectively prioritize safety initiatives while fulfilling their administrative roles.
- Creating a Culture of Safety in the Workplace: Building on previous sessions, this segment will focus on fostering a culture of safety within the organization. Strategies for promoting safety awareness, encouraging employee participation, and recognizing safety achievements will be discussed.
- Review and Assessment of Course Material: The final session will provide an opportunity for participants to review key concepts covered throughout the course. A comprehensive assessment will be conducted to evaluate participants' understanding and retention of course material. Feedback will be solicited to identify areas for improvement and future training needs.

## Who should attend

- Office administrators
- Administrative assistants
- Office managers
- Human resources professionals
- Safety officers
- Anyone responsible for office management or safety within their organization

## How to apply

Apply online at ellyinternational.co.tz. Your place is confirmed only after we review your application and contact you, within 1 working day.

Apply for this course | Ask on WhatsApp | Email us

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Details correct as of 28 November 2026.