Training Course on Office Management and Hygiene Course for Office Assistants

Professional Development Training Course Outline

Category	Development	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's fast-paced corporate world, effective office management and maintaining high hygiene standards are essential skills for any office assistant. Training Course on Office Management and Hygiene Course for Office Assistants is designed to empower office personnel with the knowledge and tools to manage administrative tasks efficiently while ensuring a safe, clean, and healthy workplace. With an increased focus on workplace wellness, organizational productivity, and sanitation practices, this training supports the development of high-performing and health-conscious administrative teams.

Combining practical skills with trending business expectations, the Office Management and Hygiene Course covers a range of topics, from time management, file organization, and inventory control, to personal hygiene, clean workspace protocols, and emergency cleanliness procedures. Participants will benefit from real-world examples, interactive activities, and guided tutorials to enhance workplace efficiency and reduce health risks in shared office environments.

Programme Curriculum

Training Course on Office Management and Hygiene Course for Office Assistants

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Course Objectives

1. Master administrative support strategies for optimized office operations.
2. Understand the importance of workplace hygiene protocols.
3. Apply digital file management techniques to streamline data handling.
4. Improve time management skills for office task prioritization.
5. Implement clean desk policies to boost employee productivity.
6. Practice infection control procedures to prevent workplace illnesses.
7. Enhance communication and coordination skills for smoother workflow.
8. Maintain inventory tracking systems and restocking schedules.
9. Ensure sustainable cleaning practices in office environments.
10. Perform front desk management and visitor handling with professionalism.
11. Utilize hygienic waste disposal methods effectively.
12. Develop checklists for daily and weekly hygiene inspections.

Target Audience

1. Entry-level office assistants
2. Administrative support staff
3. Receptionists and front-desk professionals
4. Facilities and operations assistants
5. Junior administrative executives
6. Clerical staff in corporate offices
7. Office interns and trainees
8. Small business administrative staff

Course Duration

- 5 days

Course Modules

Module 1: Introduction to Office Management

- Role and responsibilities of office assistants
- Daily workflow organization

- Task prioritization and scheduling
- Use of productivity tools and calendars
- Basic administrative reporting

Module 2: Personal Hygiene in the Workplace

- Importance of personal hygiene at work
- Daily grooming standards
- Clean attire and professional appearance
- Preventing the spread of germs
- Hygiene and workplace perception

Module 3: Clean Desk & Workspace Policy

- Benefits of a tidy desk
- Regular decluttering techniques
- Disinfecting shared surfaces
- Safe food storage in office environments
- Minimizing workspace distractions

Module 4: Time and Task Management

- Creating effective to-do lists
- Time-blocking and scheduling techniques
- Avoiding common productivity pitfalls
- Multitasking vs. task batching
- Tools for task tracking

Module 5: Digital and Paper File Management

- Organizing digital folders
- Labeling and archiving physical documents
- Secure file storage and retrieval
- Access permissions and confidentiality
- Document disposal protocols

Module 6: Inventory and Office Supplies Management

- Tracking office supply usage
- Ordering and restocking essentials
- Managing cleaning product inventory
- Vendor coordination and budgeting
- Storage space organization

Module 7: Hygiene Practices and Emergency Clean-ups

- Daily and weekly cleaning schedules
- Handling spills and contamination
- COVID-19 and flu prevention practices

- Using PPE and cleaning tools
- Emergency hygiene response plan

Module 8: Communication and Professional Conduct

- Email and phone etiquette
- Handling visitors professionally
- Inter-office communication skills
- Conflict resolution strategies
- Maintaining a positive office environment

Training Methodology

- Interactive video tutorials and case studies
- Role-play activities and scenario-based learning
- Downloadable worksheets and hygiene checklists
- Quizzes and progress trackers for self-assessment
- Live Q&A sessions and group discussions with instructors

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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