

# Office ergonomics

🕒 Duration : 30min

FRENCH

ENGLISH

SPANISH

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. Don't forget that your body is not designed to sit for eight hours straight.



## 🎯 Target audience

She 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.

## ☰ Teaching and evaluation methods

The learning method for this online training is based on interactivity, dynamism and self-learning. The training will be done at the pace of the learner and according to his/her availability. Your understanding and skills will be evaluated at the end of each module.

You'll need to correctly answer all the questions in the current module, which will be presented in « true or false » or « multiple choice » questions to continue your progress. If you fail, you'll have to repeat the module.

## 🔑 Legal notice

There are no legal notice associated with this training. No other training or experience is required.

## ⚖️ Intellectual integrity

Given the seriousness of the approach and the importance of the knowledge acquired through this training, the team of SSTenligne invites you to respect the integrity of the training and its questionnaires.

We suggests you answer to the best of your knowledge, that is, without help and without plagiarism.

# Targeted learning

Office ergonomics

<b>Module 1</b>	<b>Introduction</b>
<b>Module 2</b>	<b>Adjusting the workstation</b>
	<ul style="list-style-type: none"><li>– Chair adjustment</li><li>– Keyboard and mouse adjustment</li><li>– Screens adjustment</li><li>– Paper documents adjustment</li></ul>
<b>Module 3</b>	<b>Micro-break</b>
<b>Module 4</b>	<b>Sit-stand workstation</b>
<b>Module 5</b>	<b>Conclusion</b>

