

# Taylor'd Ergonomics Incorporated

## office ergo workshop

www.taylordergo.com



Course length:

**8 hours**

### What will you learn?

Participants will learn to evaluate an office workstation, identify ergonomic concerns, and recommend financially reasonable corrective actions.

You will learn to:

- Identify the **objectives** of ergonomics
- Understand basic **anatomy and injury** mechanisms
- Identify how an **"ideal"** workstation should look
- **Adjust a chair** for maximum comfort, productivity, and back safety
- Adjust **keyboard** and **mouse** height
- Optimize **monitor** height and orientation, desk shelving, and **foot support** height
- Use **work practices** such as **stretching** and ambidextrous habits to improve ergonomics
- Identify and correct visual concerns such as **lighting** and **glare**
- Identify when and where **"ergonomic" appliances** such as keyboards, mice, wrist rests, and lumbar supports are appropriate
- **Design new offices** with consideration of efficiency, noise, temperature, and traffic flow
- **Arrange a work station** with ideal locations for telephone, printer, leg clearance, cables and cords

### What do participants get?

- Detailed course manual
- Quick reference guide
- Tape measure
- Clipboard
- One copy of our stretching poster
- Lunch and refreshments

### What is the cost?

**Open enrolment** fee: **\$375** + hst, per person.

(We strive to provide training that is accessible to all. Please let us know how we can help. We welcome service animals and support persons required to assist those with a disability, at no extra charge.)

**On-site cost:** \$2150 + hst + materials (\$65/person, not including lunch/refreshments) + mileage/accommodation expenses.

Course customisation and post-course ergonomist support are also available at an additional cost. For a detailed quote, please contact us at 519 623 7733.

### Who should attend?

- Office Joint Health & Safety Reps
- Health & Safety Coordinators
- Occupational Health Nurses
- Facilities Designers
- Computer support specialist who set up computers
- Kinesiology co-op students and ergonomists needing refresher training (course is taught by a Canadian Certified Ergonomist!)

### How do I register?

**Fax** this form, with a purchase order number, to 519 623 9164, or **mail this form with a cheque**, to the address shown at the bottom of this page. Register and pay **online** at www.taylordergo.com. Your registration will be confirmed by email. Cancellations made within one week of the workshop will be subject to a \$100 charge. However, we welcome substitutions at any time, at no extra charge.

Please register me/us for the session in Cambridge on:

- February 4, 2015**
- December 2, 2015**

Name(s):

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Company:

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Address:

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Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Purchase order # \_\_\_\_\_

Our HST# is 89765 6377.

### What distinguishes our training?

**Key features** that are common to all of our workshops:

- We let you know **what to expect in advance**. You will receive a confirmation letter telling you how to prepare for the workshop, and what to expect.
- Our energetic **course facilitators** are all ergonomists with training and experience in instructional techniques, who are genuinely interested in your learning.
- Our **objectives** are clear. At the beginning of each section, we tell you what you will be learning in that section.
- We **simplify** and make the material as user-friendly as possible!
- People really *learn* in our training, because we are committed to **skill-based training** based on adult learning principles.
- Quick references** ensure that key information is readily available after the training. We provide easy-to-use guides and checklists.
- Case studies allow **real-life application** of the course material.
- Our courses are **competency-based**, ensuring value for your investment. Certificates are available to those who complete the workshop quiz. (Letters to confirm attendance are issued to those who "audit" the course.)
- We **limit enrolment** to 12 people, to ensure lots of individual attention and ample opportunities for participation.