



*Training Course:
Quality Control for Office Work*

*2 - 6 December 2024
Geneva (Switzerland)*

Training Course: Quality Control for Office Work

Training Course code: SC1918 From: 2 - 6 December 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5775 € Euro

Introduction:

Welcome to the Quality Control for Office Work training program, designed by Global Horizon to equip professionals with the necessary knowledge and skills to effectively manage quality in office environments. This program is aimed at individuals who want to develop their expertise in quality control and assurance and ensure that office work is performed efficiently and accurately.

Objectives:

The objectives of this training program are as follows:

- To provide an understanding of the principles and techniques of quality control in office work
- To equip participants with the skills necessary to implement quality control procedures in their work
- To demonstrate how quality control can improve office work efficiency and accuracy
- To enhance the ability of participants to identify and resolve quality issues in office work
- To prepare participants to effectively manage quality in office work environments

Target Audience:

This training program is intended for professionals who are involved in office work and are looking to improve their understanding of quality control. The program is suitable for individuals working in various roles, including but not limited to:

- Project Engineers
- Office Managers
- Administrative Assistants
- Data Entry Clerks
- Customer Service Representatives

Outlines:

Day 1:

Introduction to Quality Control

- Definition of quality control
- Importance of quality control in office work
- Basic principles of quality control
- Quality control techniques

Day 2:

Quality Control Procedures

- Developing quality control procedures
- Implementing quality control procedures
- Documentation of quality control procedures
- Monitoring and measuring quality control procedures

Day 3:

Quality Assurance in Office Work

- Understanding quality assurance
- Differences between quality control and quality assurance
- Importance of quality assurance in office work
- Quality assurance techniques

Day 4: Quality Issues in Office Work

- Identifying quality issues in office work
- Common quality issues in office work
- Root cause analysis of quality issues
- Resolving quality issues in office work

Day 5:

Managing Quality in Office Work Environments

- Developing a quality management plan
- Implementing a quality management plan
- Measuring and monitoring quality in office work environments
- Continuous improvement of quality in office work

Registration form on the Training Course: Quality Control for Office Work

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng):
 Position:
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 Personal E-Mail:
 Official E-Mail:

Company Information

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 Address:
 City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
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 Personal E-Mail:
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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
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3 Oudai street, Aldouki,
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