



*Training Course:  
Quality Control for Office Work*

*23 - 27 September 2024  
Accra (Ghana)*

## Training Course: Quality Control for Office Work

Training Course code: SC1918 From: 23 - 27 September 2024 Venue: Accra (Ghana) - Training Course Fees: 6545 € 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

### Delegate Information

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

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

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

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.