

OFFICE SECURITY

Ref. OSS 1



Foundation security training for the Office-based Staff

WHO SHOULD ATTEND?

Personnel who operate or work in the office environment.

Those operating in commercial, government, public places, retail environments and industrial sites will derive particular benefit.



BENEFITS

It enables the delegates to build more confidence in carrying out their duties and remain security conscious all the time.

COURSE CONTENT

- ⇒ Role of the Office Staff in Security
- ⇒ General Outlook on Office Security
 - ⇒ Office Security
 - ⇒ Personal Security
 - ⇒ Data Security (Data Protection)
 - ⇒ Electronic Security
 - ⇒ Confidentiality
- ⇒ Reporting Procedures
- ⇒ Communication skills
- ⇒ Safety at Workplace
- ⇒ Emergency procedures
 - ⇒ Fire Drills
 - ⇒ First Aid
 - ⇒ General
- ⇒ Health and Safety Matters



DURATION

2 DAYS.

AWARD

BL TRAINING CERTIFICATE.

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MOBILE — [+233 264 568 568](tel:+233264568568); [+233 207 938593](tel:+233207938593) TEL/FAX — [+233 302 824142](tel:+233302824142)

WEBSITE: www.bambaceltd.com EMAIL: admin@bambaceltd.com cctvtrainghana@gmail.com