

Session Planning Template

Name & Date	Liong Lih Bing
Program Title	Office Ergonomics: Work Comfortably, Think Clearly, Go Home Better
Learning Outcome	<p>By the end of the session, participants will be able to:</p> <ol style="list-style-type: none"> 1. Identify common office ergonomics risk factors: awkward posture, static posture, repetition, contact stress, and visual fatigue 2. Demonstrate basic adjustment of chair, desk, monitor / laptop, keyboard and mouse 3. Recognize early discomfort signals and apply simple corrective actions 4. Practise microbreaks and movement habits to reduce discomfort during office work 5. Commit to one personal workstation improvement after the training

Sequence	Topics/Content	Training Methods	Training Resources	Time Timeframe
Intro	<p>Welcome and training context</p> <ul style="list-style-type: none"> - Why office ergonomics matters - Office work may look low risk, but long sitting, awkward posture and screen work can slowly create discomfort 	<p>Brief trainer introduction</p> <p>Prompt: “Which body part usually feels tired after a long office day?”</p>	<p>Slides</p> <p>Projector</p> <p>Show of hands / polling tool</p>	5 mins
	Icebreaker: “Which Office Animal Are You?”	Interactive poll / hand rising	Slide with simple icons	5 mins

	<ul style="list-style-type: none"> - Prawn: curled over laptop - Turtle: forward head posture - Statue: does not move for hours - Keyboard Warrior: nonstop typing / clicking 	Light humour to encourage participation	Optional polling tool	
Body	<p>Ergonomics made simple</p> <ul style="list-style-type: none"> - Fitting the work to the worker - Office ergonomics triangle: posture, workstation setup and work habits - A good chair alone cannot solve poor setup and poor movement habits 	<p>Short explanation</p> <p>Relatable office examples</p>	<p>Slides</p> <p>Whiteboard</p>	5 mins
	<p>Common office ergonomics risk factors</p> <ul style="list-style-type: none"> - Awkward posture - Static posture - Repetitive movement - Contact stress 	<p>Visual-based discussion</p> <p>Ask participants to identify the risk they</p>	<p>Slides with photos / illustrations</p> <p>Laser pointer</p>	8 mins

<ul style="list-style-type: none"> - Visual fatigue - Poor reach zones and blocked leg space 	<p>experienced most</p>		
<p>The “perfect posture” myth</p> <ul style="list-style-type: none"> - No single perfect posture for the whole day - Neutral posture is a comfortable starting point - The best posture is the next posture 	<p>Demonstration</p> <p>Participants compare slouched, over-rigid and neutral sitting posture</p>	<p>Chair</p> <p>Desk / table</p> <p>Neutral posture slide</p>	<p>7 mins</p>
<p>Workstation setup practical guide</p> <ol style="list-style-type: none"> 1. Chair and feet support 2. Desk height and relaxed shoulders 3. Monitor height and distance 4. Laptop setup for long-duration work 5. Keyboard and mouse position 6. Phone, documents and frequently used items 	<p>Trainer demonstration</p> <p>Participants adjust their own sitting position</p> <p>step-by-step</p>	<p>Chair</p> <p>Sample laptop stand / books</p> <p>External keyboard and mouse</p> <p>Document holder / headset if available</p>	<p>17 mins</p>

<p>Eye comfort and screen work</p> <ul style="list-style-type: none"> - Glare control - Font size and screen distance 20-20-20 rule - Blinking and short visual breaks 	<p>Mini explanation</p> <p>Quick practice: participants look away from screen and relax eyes</p>	<p>Slides</p> <p>Screen glare examples</p>	<p>4 mins</p>
<p>Human factors and work habits</p> <ul style="list-style-type: none"> - Why we know the right posture but still sit badly - Deadline pressure, long meetings, habit and “just 5 more minutes” thinking - Microbreaks as a simple control measure 	<p>Facilitated discussion</p> <p>Prompt “When do you usually ignore discomfort?”</p>	<p>Slides</p> <p>Whiteboard for participant responses</p>	<p>5 mins</p>
<p>3-minute office reset</p> <ul style="list-style-type: none"> - Gentle neck turn - Shoulder rolls - Chest opening - Wrist and finger stretch - Seated back extension - Stand and march lightly 	<p>Guided movement activity</p> <p>Whole group participation</p>	<p>Open space around chair</p> <p>Timer</p> <p>Movement slide</p>	<p>3 mins</p>

	<i>Note: gentle movement; stop if pain occurs</i>			
	<p>Activity: Workstation Detective</p> <p>Participants review a poor workstation image and identify:</p> <ul style="list-style-type: none"> - What is wrong? - Which body part may be affected? - What simple correction can be made? 	<p>Small group / pair discussion</p> <p>Group sharing by 2 – 3 participants</p>	<p>Poor workstation photo / illustration</p> <p>Worksheet / slide</p>	6 mins
Conclusion	<p>Key takeaways and self-check</p> <p>5-step self-check:</p> <ol style="list-style-type: none"> 1. Feet supported 2. Back supported 3. Shoulders relaxed 4. Wrists straight 5. Eyes comfortable 	<p>Trainer summary</p> <p>Participants perform quick self-check at their seat</p>	<p>Summary slide</p> <p>Self-check handout</p>	3 mins
	<p>Mini quiz and personal commitment</p> <ul style="list-style-type: none"> - 3 quick Myth or Fact questions 	<p>Interactive quiz</p> <p>Individual commitment statement</p>	<p>Quiz slide</p> <p>Commitment card / sticky note</p>	2 mins

<ul style="list-style-type: none"> - Each participant writes one improvement they will make to their workstation 			
Post-training assessment	Google Form	QR codes	10 mins
Output Assessment			5 mins