COURSE OVERVIEW HE2037
Ergonomics Specialist Training for Trainers

Course Title
Ergonomics Specialist Training for Trainers

Course Date/Venue
June 22-26, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

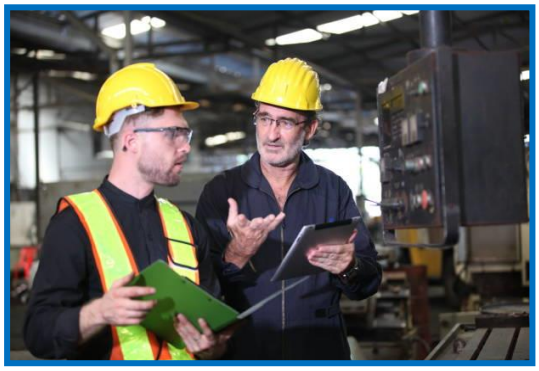
Course Reference
HE2037

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of Ergonomics Specialist for Trainers. It covers the ergonomics, human anatomy and physiology in ergonomics, cognitive ergonomics, anthropometry and biomechanics; the ergonomic risk factors, work-related musculoskeletal disorders (WMSDs) and ergonomic assessment tools and techniques; the workstation ergonomic evaluation, task and job analysis and data collection and interpretation; and the employees in ergonomic solutions, form ergonomics committees and training for participatory approaches.



Further, the course will also discuss the occupational health and safety regulations, ergonomic standards and guidelines and compliance requirements; the role of ergonomics in risk management; the user variability, adaptability and flexibility in design; minimizing risk through design and the user-centered design approaches; the office ergonomics, industrial and manufacturing ergonomics, healthcare ergonomics, ergonomic interventions and controls and technology in ergonomics; the ergonomics program and training and education strategies; and the communication and change management.

During this interactive course, participants will learn the key performance indicators (KPIs), regular assessments and audits, feedback mechanisms and reporting and documentation; the return on investment (ROI), cost of injuries and absenteeism, productivity and quality improvements and ergonomic investments; and the ergonomic assessments, ergonomic solutions, training delivery practice, program implementation planning and evaluation and continuous improvement.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a "*Certified Ergonomics Specialist*"
- Discuss ergonomics, human anatomy and physiology in ergonomics, cognitive ergonomics, anthropometry and biomechanics
- Identify ergonomic risk factors, work-related musculoskeletal disorders (WMSDs) and ergonomic assessment tools and techniques
- Carryout workstation ergonomic evaluation, task and job analysis and data collection and interpretation
- Engage employees in ergonomic solutions, form ergonomics committees and train for participatory approaches
- Discuss occupational health and safety regulations, ergonomic standards and guidelines, compliance requirements and role of ergonomics in risk management
- Design user variability, discuss adaptability and flexibility in design, minimize risk through design and apply user-centered design approaches
- Describe office ergonomics, industrial and manufacturing ergonomics, healthcare ergonomics, ergonomic interventions and controls and technology in ergonomics
- Develop an ergonomics program and carryout training and education strategies and communication and change management
- Apply key performance indicators (KPIs), regular assessments and audits, feedback mechanisms and reporting and documentation
- Calculate return on investment (ROI), identify cost of injuries and absenteeism, perform productivity and quality improvements and justify ergonomic investments
- Conduct ergonomic assessments, design ergonomic solutions, carryout training delivery practice, program implementation planning, evaluation and continuous improvement

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of ergonomics for trainers, health, safety, and environment (HSE) professionals, managers, safety engineers, health and safety officers, consultants and other technical staff.

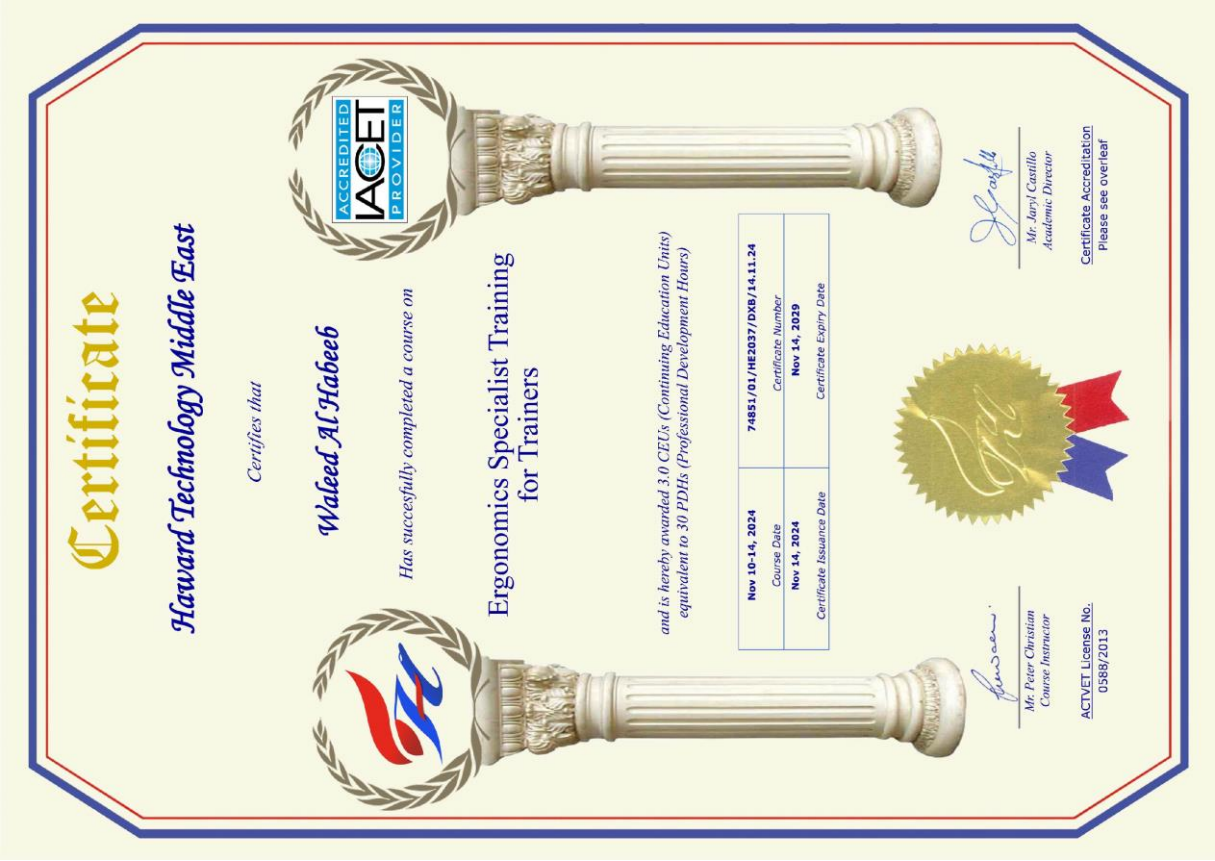
Course Certificate(s)

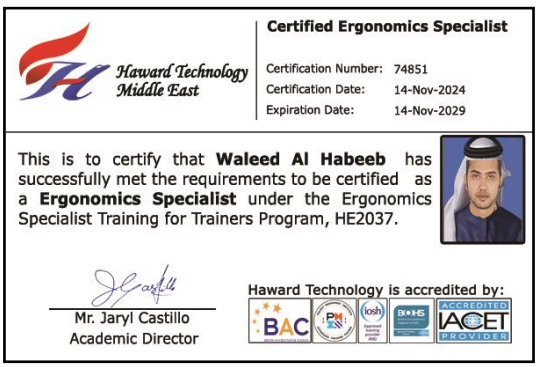
(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "*Certified Ergonomics Specialist*". Certificates are valid for 5 years.

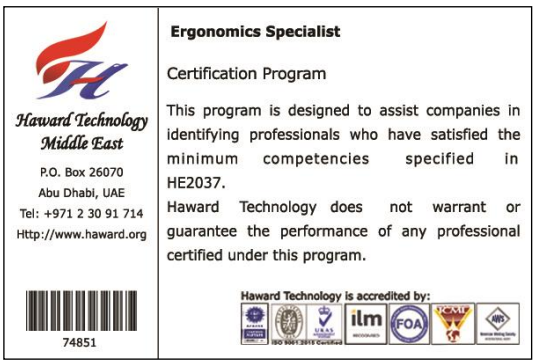
Recertification is FOC for a Lifetime.

Sample of Certificates

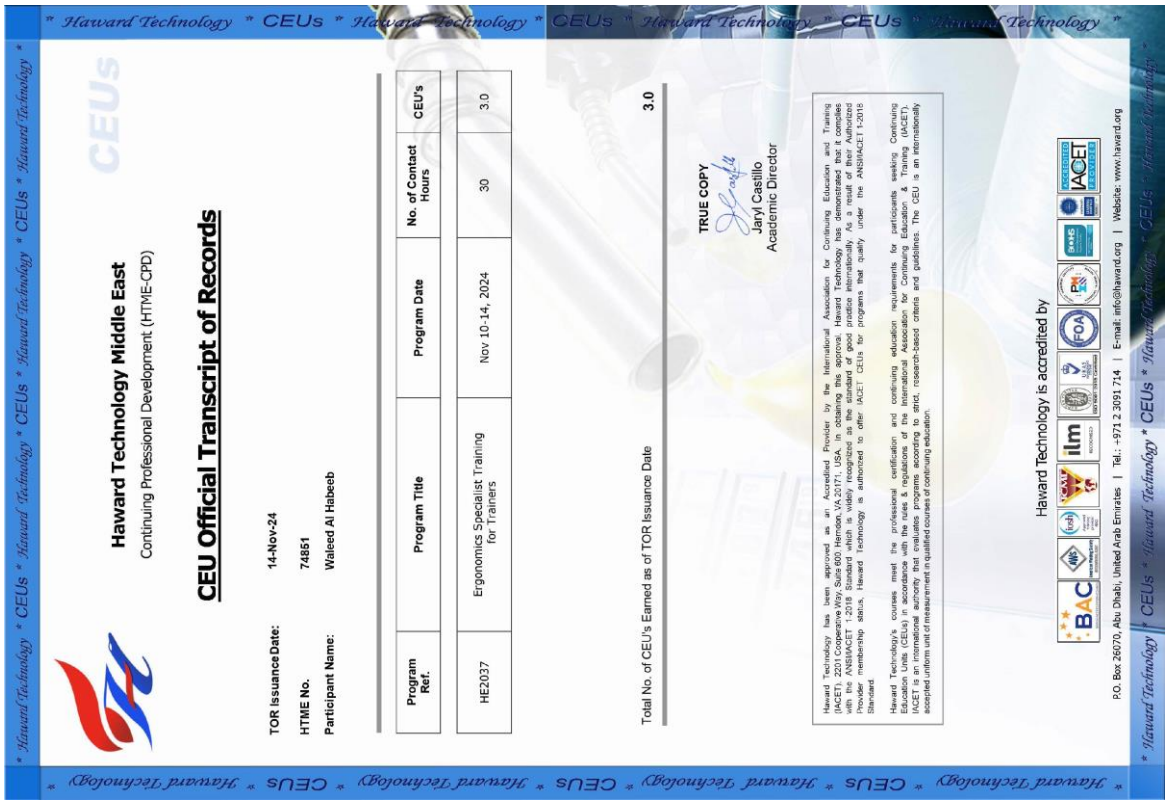
The following are samples of the certificates that will be awarded to course participants:-







(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.



Haward Technology Middle East
Continuing Professional Development (HTMIE-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-24
HTME No. 74851
Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE2037	Ergonomics Specialist Training for Trainers	Nov 10-14, 2024	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date: 3.0

TRUE COPY
Jaryl Castillo
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

HT-CIP® Stamp

Each successful candidate will be given a unique instructor number and a self-inking stamp valid for 5 years. Instructor's name and Haward Technology Certified Instructor Number will appear in the stamp as per the following sample:-

In order to maintain this certification, Certified Instructors must fulfil the quality requirements by Haward Technology as stated in Haward Quality Document number QAD 872 (System for the Assessment & Certification for Instructors & Trainers).

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

- British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Kyle Bester is a **Senior HSE Consultant** with extensive years of practical experience within the **Oil & Gas**, **Power & Water Utilities** and other **Energy** sectors. His expertise includes **Strategic Planning**, **Terrorism**, **Security Management**, **Security Risk Assessment**, **Physical Asset** Protection, **API 780** standards, HCIS New Security Directives & Process, **Risk-Based** Screening, **Threat & Vulnerability** Assessments, **Residual Risks** Calculation, **Countermeasure Risk** Scores Development, Advanced **Intrusion Detection** Systems, **Perimeter & Building Barriers** Design, **Intellectual Property** Protection, Interdependency & External **Infrastructure Security**, **Quantitative Risk** Assessments, **Hazardous Materials & Chemicals** Handling, **Pollution Control**, **Environment, Health & Safety** Management, **Process Risk** Analysis, Effective Tool Box Talks, Construction Sites Safety, **HSSE Management** System, **HSSE Audit & Inspection**, **HSEQ Procedures**, **Authorized Gas** Testing, **Confined Space Entry & Rescue**, **Risk** Management, **Quantitative & Qualitative Risk** Assessment, **Ergonomics Essentials**, **Ergonomics** Specialist, **Working at Height**, **Firefighting** Techniques, **Fire** & **Gas** Detection System, **Fire Fighter & Fire** Rescue, **Fire Risk** Assessment, **HSE Industrial Practices**, **Manual Handling**, **Rigging Safety Rules**, **Machinery & Hydraulic Lifting Equipment**, **Warehouse Incidents & Accidents Reporting**, **Incident & Accident Investigation**, **Emergency Planning**, **Emergency Response & Crisis** Management Operations, **Incidents & Accidents** Reporting, **HSEQ** Audits & Inspection, **HAZOP & HAZID**, **HAZMAT & HAZCOM** Storage & Disposal, As Low as Reasonably Practicable (**ALARP**), Process Hazard Analysis (**PHA**). Further, he is also well-versed in **Water Reservoir**, **Reservoirs & Pumping** Stations Design & Operation, **Pumping** Systems, Interconnecting **Pipelines**, **Water Network Hydraulic** Simulation Modelling, **Water Supply** Design, **Water Balance Modelling**, **Water Distribution Network**, **Water Network** System Analysis, **Water Forecasts** Demand, **Water Pipelines** Materials & Fittings, **Water Network** System Design, Pump Houses & Booster Pumping Stations, **Potable Water Transmission**, **Water Distribution Network**, Districts Meters Areas (DMAs), **Water Supply & Desalination Plants** Rehabilitation, **Water Reservoirs & Pumping Stations**. He is currently the **Part Owner & Manager** of Extreme Water SA wherein he manages, re-designed and commissioned a water and wastewater treatment plants.

During his career life, Mr. Bester has gained his practical and field experience through his various significant positions and dedication as the **Project Manager**, **Asset Manager**, **Manager**, **Water Engineer**, **HSE Advisor**, **Safety Engineer**, **Supervisor**, **Team Leader**, **Analyst**, **Process Technician**, **Driving Safety Consultant**, **Transportation Safety Specialist**, **Defensive Driving Instructor**, **Landscape Designer** and **Senior Instructor/Trainer** for various international companies, infrastructures, water and wastewater treatment plants from New Zealand, UK, Samoa, Zimbabwe and South Africa, just to name a few.

Mr. Bester holds a **Diploma** in **Wastewater Treatment** and a **National Certificate** in **Wastewater & Water Treatment**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership and Management** (**ILM**), an **Approved Chemical Handler** and has delivered numerous courses, trainings, conferences, seminars and workshops internationally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: ***Sunday, 22nd of June 2025***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Introduction to Ergonomics*** *Definition & Scope of Ergonomics • Historical Evolution & Milestones • Importance in Modern Workplaces • Interdisciplinary Nature of Ergonomics*
0930 – 0945	*Break*
0945 – 1030	***Human Anatomy & Physiology in Ergonomics*** *Musculoskeletal System Overview • Nervous System & Its Role in Movement • Cardiovascular Considerations • Sensory Systems Relevant to Ergonomics*
1030 – 1130	***Cognitive Ergonomics*** *Mental Workload & Information Processing • Decision-Making Processes • Human-Computer Interaction Principles • Designing for Cognitive Performance*
1130 – 1215	***Anthropometry & Biomechanics*** *Body Measurements & Variability • Application in Workspace Design • Biomechanical Principles in Task Analysis • Force, Posture, & Movement Considerations*
1215 – 1230	*Break*
1230 – 1330	***Ergonomic Risk Factors*** *Identifying Physical Risk Factors • Repetitive Motion & Overexertion • Environmental Stressors (Noise, Lighting, Temperature) • Psychosocial Factors Affecting Ergonomics*

1330 – 1420	***Work-Related Musculoskeletal Disorders (WMSDs)*** *Common Types & Causes • Symptoms & Early Detection • Impact on Productivity & Health • Prevention & Management Strategies*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2: Monday, 23rd of June 2025

0730 – 0830	***Ergonomic Assessment Tools & Techniques*** *Rapid Entire Body Assessment (REBA) • Rapid Upper Limb Assessment (RULA) • NIOSH Lifting Equation • Observational & Self-Report Methods*
0830 – 0930	***Workstation Ergonomic Evaluation*** *Office Workstation Components • Industrial Workstation Considerations • Laboratory & Healthcare Settings • Mobile & Remote Work Environments*
0930 – 0945	*Break*
0945 – 1100	***Task & Job Analysis*** *Breaking Down Tasks for Ergonomic Assessment • Identifying High-Risk Activities • Time-Motion Studies • Workflow & Process Evaluation*
1100 – 1215	***Data Collection & Interpretation*** *Quantitative vs. Qualitative Data • Use of Technology in Data Gathering • Interpreting Assessment Results • Reporting & Documentation*
1215 – 1230	*Break*
1230 – 1330	***Participatory Ergonomics*** *Engaging Employees in Ergonomic Solutions • Forming Ergonomics Committees • Training for Participatory Approaches • Benefits & Challenges*
1330 – 1420	***Legal & Regulatory Framework*** *Occupational Health & Safety Regulations • Ergonomic Standards & Guidelines • Compliance Requirements • Role of Ergonomics in Risk Management*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3: Tuesday, 24th of June 2025

0730 – 0830	***Principles of Ergonomic Design*** *Designing for User Variability • Adaptability & Flexibility in Design • Minimizing Risk Through Design • User-Centered Design Approaches*
0830 – 0930	***Office Ergonomics*** *Chair & Desk Design Considerations • Monitor & Keyboard Placement • Lighting & Noise Control • Encouraging Movement & Posture Variation*
0930 – 0945	*Break*
0945 – 1100	***Industrial & Manufacturing Ergonomics*** *Tool & Equipment Design • Workstation Layout Optimization • Manual Handling Solutions • Automation & Mechanization Impacts*
1100 – 1215	***Healthcare Ergonomics*** *Patient Handling & Transfer Techniques • Ergonomic Considerations in Surgical Settings • Designing for Healthcare Worker Safety • Equipment & Device Ergonomics*
1215 – 1230	*Break*

1230 – 1330	***Ergonomic Interventions & Controls*** *Engineering Controls Implementation • Administrative Controls & Work Practices • Personal Protective Equipment (PPE) • Evaluating Intervention Effectiveness*
1330 – 1420	***Technology in Ergonomics*** *Ergonomic Software Tools • Virtual & Augmented Reality Applications • Wearable Technology for Monitoring • Future Trends in Ergonomic Technology*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Three*

Day 4: Wednesday, 25th of June 2025

0730 – 0830	***Developing an Ergonomics Program*** *Program Goals & Objectives • Policy Development • Resource Allocation • Continuous Improvement Processes*
0830 – 0930	***Training & Education Strategies*** *Designing Effective Training Programs • Adult Learning Principles • Training Delivery Methods • Evaluating Training Effectiveness*
0930 – 0945	*Break*
0945 – 1100	***Communication & Change Management*** *Promoting Ergonomic Awareness • Overcoming Resistance to Change • Stakeholder Engagement • Sustaining Ergonomic Initiatives*
1100 – 1215	***Monitoring & Evaluation*** *Key Performance Indicators (KPIs) • Regular Assessments & Audits • Feedback Mechanisms • Reporting & Documentation*
1215 – 1230	*Break*
1230 – 1330	***Cost-Benefit Analysis*** *Calculating Return on Investment (ROI) • Cost of Injuries & Absenteeism • Productivity & Quality Improvements • Justifying Ergonomic Investments*
1330 – 1420	***Case Studies & Best Practices*** *Successful Ergonomics Programs • Lessons Learned from Various Industries • Benchmarking & Standards • Adapting Best Practices to Specific Contexts*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Four*

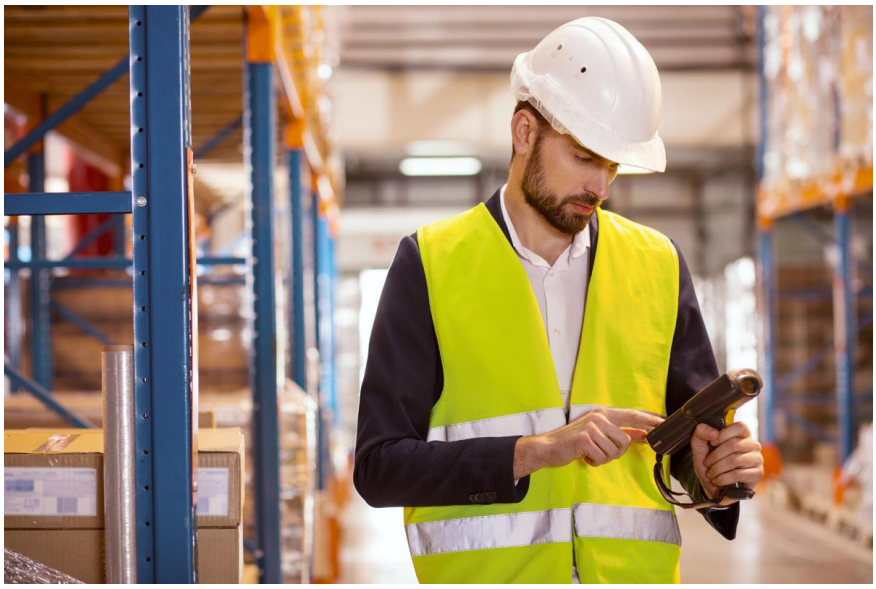
Day 5: Thursday, 26th of June 2025

0730 – 0830	***Conducting Ergonomic Assessments*** *Hands-On Practice with Assessment Tools • Simulated Workplace Evaluations • Identifying & Prioritizing Risks • Developing Assessment Reports*
0830 – 0930	***Designing Ergonomic Solutions*** *Creating Ergonomic Interventions • Mock Redesign Projects • Presenting Solutions to Stakeholders • Feedback & Refinement*
0930 – 0945	*Break*
0945 – 1100	***Training Delivery Practice*** *Developing Training Modules • Practicing Training Delivery • Peer Reviews & Feedback • Enhancing Presentation Skills*

1100 – 1230	***Program Implementation Planning*** *Action Plan Development • Setting Timelines & Milestones • Resource Planning • Risk Management Strategies*
1230 – 1245	*Break*
1245 – 1300	***Evaluation & Continuous Improvement*** *Post-Implementation Reviews • Gathering & Analyzing Feedback • Making Iterative Improvements • Scaling & Sustaining Programs*
1300 - 1315	***Course Conclusion*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
1315 – 1415	***COMPETENCY EXAM***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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