

WORK-LIFE BALANCE TRAINING

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Work Life
Balance Training



COURSE LENGTH: 1.0 DAYS

Work-life balance is a concept that defines what gives you happiness or joy, and a sense of achievement, in both your career and personal life. The Work-Life Balance Training course teaches you how to determine and focus only on relevant matters in your work and personal life.

The Work-Life Balance Training course covers these topics: the signs of an unbalanced life, the benefits of achieving work-life balance, effective goal setting and time management, how to draw a boundary and create a balance between work and home, how to manage stress and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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WORK-LIFE BALANCE TRAINING COURSE OUTLINE

FOREWORD

Creating a balance between work and life can be challenging, whereas both demand your attention and energy. When properly balancing a career and personal life, you become healthier, mentally and physically, with an enhanced lifestyle.

With a work-life balance, you will be able to manage your time better, which will impact various aspects of your life positively. This workshop will provide you training in focusing on relevant life and work matters, setting practical goals, and communicating and managing better.

OUTCOMES

After completing this course, participants will have learned to:

- ▶ Understand the benefits of a work-life balance
 - ▶ Recognise the signs of an unbalanced life
 - ▶ Learn about employer resources for a balanced lifestyle
 - ▶ Telecommunicate effectively
 - ▶ Master time management and goal setting
 - ▶ Leave work stress at work, and home stress at home
 - ▶ Work at a home office productively
 - ▶ Manage time
 - ▶ Find the most effective work methods for you
 - ▶ Improve life at home by spending time alone
 - ▶ Draw a boundary between work and home
 - ▶ Create a balance at work and at home
 - ▶ Learn to manage stress
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MODULES

Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

Lesson 2: Optional Ways to Work

- ▶ Telecommuting
- ▶ Job Sharing
- ▶ Job Redesign
- ▶ Flex Time
- ▶ Case Study

Lesson 3: Benefits of a Healthy Balance

- ▶ Why It's Important
- ▶ Increased Productivity
- ▶ Improved Mental and Physical Health
- ▶ Increased Morale
- ▶ Case Study

Lesson 4: At Work

- ▶ Leave Home Stress at Home
- ▶ Break up Large Tasks
- ▶ Delegate
- ▶ Set Accurate Goals
- ▶ Case Study

Lesson 5: Signs of an Imbalance

- ▶ Health Risks
- ▶ Absenteeism
- ▶ Burnout
- ▶ Stress
- ▶ Case Study

Lesson 6: At Home

- ▶ Leave Work Stress at Work
- ▶ Turn Your Phone Off
- ▶ Take Some "Me" Time
- ▶ Maintain Your Boundaries
- ▶ Case Study

Lesson 7: Employer Resources

- ▶ Offer More Employee Control
- ▶ Ask Employees for Suggestions
- ▶ Employee Assistance Program (EAP)
- ▶ Reward Your Staff
- ▶ Case Study

Lesson 8: Stress Management

- ▶ Exercise
- ▶ Eating Well
- ▶ Getting Enough Sleep
- ▶ Self-Assessment
- ▶ Case Study

Lesson 9: Tips in Time Management

- ▶ The Urgent/Important Matrix
- ▶ Learn to Say No
- ▶ Stay Flexible
- ▶ 80/20 Rule
- ▶ Case Study

Lesson 10: Working in a Home Office

- ▶ Setting Up a Home Office
- ▶ Setting Boundaries
- ▶ Dealing with Distractions
- ▶ Make a Schedule and Stick to It
- ▶ Case Study

Lesson 11: Goal Setting

- ▶ The Three P's
- ▶ SMART Goals
- ▶ Visualisation
- ▶ Prioritising Your Goals
- ▶ Case Study

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

WEB LINKS

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- ▶ [View this course online](#)
 - ▶ [In-house Training Instant Quote](#)