PROFESSIONAL DEVELOPMENT TRAINING

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

Work-Life Balance Training

Balancing your work and life is important for maintaining good health, and to allow you to increase your productivity and satisfaction with both. But many of us lead an unbalanced life, so it's good to learn from the professionals how to best manage your work life so your home life is as satisfying as possible.

This Work-Life Balance Training Course course teaches you how to manage your time better and to be more efficient at work so you produce better results. It also assists you to focus on prioritising tasks, setting accurate and achievable goals, and communicating better with peers at work and family members at home.

This valuable training course is now available Australia-wide including Brisbane, Sydney, Melbourne, Perth, Adelaide, Canberra.

What You'll Gain:

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, both mentally and physically and enjoy 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

- 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

Modules

Lesson 1: Getting Started
- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: Benefits of a Healthy Balance
- Why It's Important
- Increased Productivity
- Improved Mental and Physical Health
- Increased Morale
- Case Study

Lesson 3: Signs of an Imbalance
- Health Risks
- Absenteeism
- Burnout
- Stress
- Case Study

Lesson 4: Employer Resources
- Offer More Employee Control
- Ask Employees for Suggestions
- Employee Assistance Program (EAP)
- Reward Your Staff
- Case Study

Lesson 5: Tips in Time Management
- Urgent vs Important Matrix
- Learn to Say "No"
- Stay Flexible
- Pareto's 80/20 Principle
- Case Study

Lesson 6: Goal Setting
- The Three P's
- SMART Goals
- Visualisation
- Prioritising Your Goals
- Case Study

Lesson 7: Flexible Work Options
- Telecommuting
- Job Sharing
- Job Redesign
- Flex Time
- Case Study

Lesson 8: At Work
- Leave Home Stress at Home
- Break up Large Tasks
- Delegate
- Set Accurate Goals
- Case Study

Lesson 9: At Home

Lesson 10: Stress Management

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

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

Lesson 11: 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 12: Wrapping Up

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

Talk to our expert team

Phone: 1300 121 400

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