PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

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 that your home life is as satisfying as possible and vice versa.

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, communicating better with peers at work and family members at home and much more.

This training course is now throughout New Zealand including Auckland, Wellington, Christchurch.

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, 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

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

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

Lesson 10: Stress Management

- 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: 09 884 0762

Email: enquiries@pdtraining.co.nz