PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Work-Life Balance Training

Effective management of both your work life and your home life is necessary for you to be able to achieve your desired results in either situation. Balancing your work and home life is vital to boost your productivity and satisfaction, while maintaining your emotional and physical health.

This course provides you with tips on how to balance your work and home life, manage your time better, focus on prioritizing tasks, set accurate and achievable goals and communicate better with your co-workers at work and family at home.

This training course is now available Hong Kong wide.

This Work-Life Balance training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote.

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
- Recognize 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

Lesson 8: At Work
- Leave Home Stress at Home
- Break up Large Tasks
- Delegate

- Flex Time
- 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 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

- Set Accurate Goals
- Case Study

Lesson 10: Stress Management

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

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