

Achieving an Ideal Work-Life Balance

Do you know that equal balance in both work and personal life plays an important role in attaining personal as well as professional/organizational goals?

Do you know that the imbalances have a negative impact on both personal life and professional life?

Do you know that achieving a better work-life balance yields more dividend for both employees and employers?

Introduction

Balancing your work and life is important for maintaining good health to avoid mental problems, and this allows us to increase our productivity and satisfaction with both. But many of us lead an unbalanced life, so it's good to learn how to best manage your work-life, so your home life is as much satisfying as possible.

Program Objectives

This training program aims to:

- Expose participants on how to manage their time better and to be more efficient at work to produce better results.
- It also assists participants to focus on prioritizing tasks, setting accurate and achievable goals, and communicating better with peers at work and family members at home.

Learning Outcomes

After completing this program, participants should be able to:

- Understand the benefits of a work-life balance
- Recognize the signs of an unbalanced life, improve relationships and communication among couples, children and colleagues.
- Create a balance at work and at home
- Find the most effective work methods for you
- Learn to manage stress efficiently
- Work from home effectively

Who should attend?

Non-managerial, first-line management, middle management, senior management and anyone who has an interest in work-life balance

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am – 10.30am	Benefits of a Healthy Balance In this module, participants will learn why healthy balance is important in our daily lives. They will learn that it will increase their productivity, their mental & physical health will improve, and their morale can be increased.
10.30am-11.00am	Break and Networking
11.00am-12.00pm	Signs of an Imbalance In this module, it will help participants to be aware of the vital signs of an imbalance like health risks, absenteeism, burnout and stress.
12.00pm-1.00pm	Tips on Time Management In this module, participants will learn how to know the difference between urgent vs important, learn to say no, to stay flexible and understand the Pareto 80/20 Principle.
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	At Work vs At Home In this module, participants will know the difference between life in the office and at home and how it gives a huge impact on quality living.
3.30pm-4.00pm	Break and Networking
3.30pm-4.00pm	Stress Management In this module, participants will learn how to cope with stress by

	exercising, eating well, getting enough sleep and to conduct self-assessment.
4.00pm-5.00pm	Working in a Home Office In this module, participants will learn how to work at home office effectively by setting up a home office, setting boundaries, dealing with distractions and making a schedule.