

# Work / Life *balance*

EXPLORE WHAT WORK LIFE BALANCE MEANS  
TO YOUR ORGANISATION AND HOW THIS TERM  
IS BEING USED TO ENGAGE MANY EMPLOYEES AUSTRALIA-WIDE.

This training program focuses upon achieving a work/ life balance in all facets of your life. Your trainer will explore what having a work/ life balance really means and how to achieve it. Work/life balance is often an unfulfilled aspiration. You can learn the vital ingredients necessary to have this balance in your life. Organisations can attract and retain employees by communicating a culture that promotes a work/life balance.

## Action Plan

1. How to define work/ life balance – what it means and what it doesn't mean.
2. How to provide an understanding of the importance of having a work/ life balance for your family and colleagues.
3. How to accept responsibility for your own work and life results.
4. How to improve communication between colleagues and family members.
5. How to plan your work/life balance.
6. How to attract and retain talented employees with an environment that promotes a work/life balance.
7. The 5 ingredients necessary for a work/life balance.



# Key learning outcomes

Your **Work/ Life Balance** program will give participants the skills to:

- Understanding the importance of staying in focus during the tough times.
- Communicating effectively with clients, managers and colleagues.
- Improving productivity through quick and effective planning and organising.
- Understanding the importance of timely project and task completion.
- Building rapport and respect with colleagues.
- Understanding the emotion-decision link.
- Delete trivial pursuits from your aspiration list.
- Time management tips to make your time more effective.
- Understanding how to improve your work life balance over time.
- Understand the benefits received from helping others.
- Using relaxation techniques to focus your mind.
- Communicate a win/win outcome with your manager why a work/life balance is a mutual gain.
- Plan for something “big” and remain excited.

## Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size:** 4 - 12 participants
- **Venue:** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration:** This program can be conducted as a one day or half day program.
- **Cost:** Price on request.
- **Target Audience:** Employees, Supervisors, Team Leaders, Senior Managers or CEO's.

If you would like more information on this training program, please contact:  
Melinda Kavanagh - Marketing Manager 03 9805 8000 Email: [mkavanagh@preftrain.com](mailto:mkavanagh@preftrain.com)  
or visit our website today.

[www.preftrain.com](http://www.preftrain.com)

