



WORK LIFE BALANCE TRAINING

"The only way to do great work is to love what you do." - Steve Jobs

Work Life Balance is an important skill for any modern professional to master. It's about setting boundaries, communicating your needs, and knowing when it's time to unplug. This course offers an introduction to core concepts, tips, and best practices that will help you create a work life balance that works for your lifestyle. You'll learn how to reduce stress, improve productivity, and prioritize self-care. We'll cover real-life scenarios and provide actionable steps to bring balance back into your life. With the right guidance and support, you'll go a long way towards achieving a healthy and harmonious relationship between your career and personal life.

Key Course Content:

- 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 projects and task completion.
- Building rapport and respect with colleagues.
- Understanding the emotion-decision link.
- Delete trivial pursuits from your aspiration list
- Understanding how to improve your work life balance over time.
- Understand the benefits received from helping others
- Using relaxation techniques to focus your mind



Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.