

Personal Development

Work-Life Balance Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Benefits of a Healthy Balance

- Why It's Important
- Increased Productivity
- Improved Mental and Physical Health
- Increased Morale
- Case Study
- Module Two: Review Questions

Module Three: Signs of an Imbalance

- Health Risks
- Absenteeism
- Burnout
- Stress
- Case Study
- Module Three: Review Questions

Module Four: Employer Resources

- Offer More Employee Control
- Ask Employees for Suggestions
- Employee Assistance Program (EAP)
- Reward Your Staff
- Case Study
- Module Four: Review Questions

Module Five: Tips in Time Management

- The Urgent/Important Matrix
- Learn to Say No
- Stay Flexible
- 80/20 Rule
- Case Study
- Module Five: Review Questions

Module Six: Goal Setting

- The Three Ps
- SMART Goals
- Visualization
- Prioritizing Your Goals
- Case Study
- Module Six: Review Questions

Module Seven: Optional Ways to Work

- Telecommuting
- Job Sharing
- Job Redesign
- Flex Time
- Case Study
- Module Seven: Review Questions

Module Eight: At Work

- Leave Home Stress at Home
- Break Up Large Tasks
- Delegate
- Set Accurate Goals
- Case Study
- Module Eight: Review Questions

Module Nine: At Home

- Leave Work Stress at Work
- Turn Your Phone Off
- Take Some Me² Time
- Maintain Your Boundaries
- Case Study
- Module Nine: Review Questions

Module Ten: Stress Management

- Exercise
- Eating Well
- Getting Enough Sleep
- Self-Assessment
- Case Study
- Module Ten: Review Questions

Module Eleven: Working in a Home Office

- Setting Up a Home Office
- Setting Boundaries
- Dealing With Distractions
- Make a Schedule and Stick to It
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations